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Career Overview

- A dynamic professional with over **5 years** of experience in E-Tendering in Various Professional .
- Experience in managing and maintaining harmonious relations among management and employees through efficient administration.
- Proficiency in managing tasks involved in Sales process including building the team and managing the Branch Office.
- A keen communicator with the ability to relate to people across all hierarchical levels in the organisation.

Core Competencies

- Excellent Communication and great Negotiating Skills.
- Extreme focus on the Job on hand.
- Ability to work and perform in any circumstances.
- Analysis, Research and Development , Manage Responses for international as well as domestic RFP/RFI/RFQ/Tenders solutions.

Organizational Experience

1. UAMS Designs Private Limited

Position :- Tender Manager

May 2018 to July 2020

Filling Government Tenders both online and offline .

Liaison with Govt. Department for vendor Registration , approvals and renewal .

Search Tenders Online and Fill up

Prepare documents for e-tendering, Studying tender documents, Qualification Criteria, and Scope of work

Preparing DD,FDR,BG etc for EMD, Tender Fees and Security Deposit as per requirement

Attending Govt. Pre-Bid Meeting if necessary

Doing regular follow-ups collection of EMD Submitted , Tender Results, etc.

Preparing RFP and RFI proposals . involved in bid management , pricing and quoting

2. Softvison Info Solution Pvt Ltd**Oct 2016 - May 2018****Position :- Tender Executive/online sales**

Lead generation via Digital marketing
Online & offline tender Search and filling up
Preparing MIS Reports
Preparing documents as per tender requirement
(Technical & commercial)

3. Media Craft Techno Solutions**Dec 2015 – Oct 2016****Position :- Sales Executive / Business Development Manager**

Provide trustworthy feedback and after-sales support
Build long-term relationships with new and existing customers / Clients
Promote the company's products/services addressing or predicting clients' objectives
Developing a business development strategy focused on financial gain
Cold call as appropriate within your market or geographic area to ensure a robust pipeline of opportunities
Prospect for potential new clients and turn this into increased business.
Meet potential clients by growing, maintaining, and leveraging your network.

Scholastics

2011	High School Examination from U.P. Board
2013	Intermediate Examination (10+2) from U.P Board
2016	Graduate From CSJM University Kanpur (Correspondence).

Interests

Cricket, Movies and Lifestyle.

Personal Vitae

Date of Birth : 07.07.1996
Address : B-1107,2nd Pusta Sonia Vihar, New Delhi -110094

Declaration

I hereby declare that above mentioned information is correct the best of my knowledge & I bear the responsibility for the correctness of the above mentioned particulars.

BRIJBHAN SINGH RATHORE