

Name- Ranjay Kumar
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Objective

Looking for a challenging bid management position with Example Company that will utilize expertise in project management and the technical industry.

Bachelor of Engineering -Mechanical

Qualification: -

- I have completed B.E. from Rajiv Gandhi Technical University Bhopal in 2016 and secure marks 64.8%.
- I completed 12th from BSEB Patna in 2012 and secure marks 66.2%.
- I completed 10th from BSEB Patna in 2010 and secure marks 57.2%.

Experiences: -

Company: - R.K. Fire Safety Devices

- Designation:-Tender Executive
- Department:-Government
- Product: Fire Fighting & Safety Equipments
- Project: - PWD, CPWD, CONCOR, MTNL, BSNL Etc.
- Period of Working:- 10 July 2016 to 18 SEP 2017

Company: - United Fire Equipments Pvt. Ltd.

- Designation:- Tender Executive
- Department:- Government & PSUs
- Product: Fire Fighting & Security Equipments
- Project: -DRDO Labs, NTPC, BPCL, BHEL, ONGC, IOCL, EIL, PGCIL, IREPS Etc.
- Period of Working:- 03 OCT 2017 to 01 DEC 2018

Company: - Geo Informatics Consultants Pvt. Ltd.

- Designation:- Tender Engineer
- Department:- Government & Defence
- Product: Metrology Products, Defence Special Products & Scientific Equipments
- Project:-Ordnance Factories, DRDO Labs, MHA, DGQA, ISRO, HAL, AAI, IITs, NITs, Etc.
- Period of Working:- 03 DEC 2018 to Present

Roles & Responsibilities:-

- Searching all govt. portals, E-procurement, central govt. portals, PSU's companies tenders.
- Check Pre-Qualification criteria for making documentary proof while submission.
- To coordinate with technical team for Clarification in technical specification.
- To Coordinate with Account Dept. for Make EMD, BG, and PBG & Coordinate with clients for Return of EMD, BG, and PBG.
- Preparation of tender documentation and Assist internal Dept.(Sales Support Team) with all documents support.

- To coordinate with CEO for Pricing/BOQ.
- To prepare and submit tender/quotation online/offline.
- Check Submitted tender Status on daily basis and maintain tender due Calendar.
- Vendor Registration/Digital Certificate registration.
- Costing Analysis & Price Comparison.
- Attend Meeting to clients for Pre-bid meeting/Price-bid meeting.
- Handle online E-Auctions.
- Proposal activities like Techno-Commercial Offer, Budgetary Offer & Quotation.

Technical Skills: -

- Knowledge of Tender/Bid Management, RFI, RFQ, RFT, RFP, E-Bid Submission, Letter Drafting, Costing, Project Management, Project Execution, Procurement, Team Management, Document Management System.
- Knowledge of Contracts/ E-Tendering/Quotation.
- Knowledge of Microsoft Office Word/Excel/PowerPoint.

Industrial Training/Visits: -

- TRF Limited (A TATA Enterprise), Aurangabad.
- Indo-German Tool Room, Indore.
- Bhopal Motors, Indore.

Academic Projects: -

- Solar Powered Car (Major).
- Material Handling Equipment (Minor).

Personality Traits: -

- Time Management.
- Problem solving ability.
- Co-operative and keen observer.

Personal Details: -

S/O :	Mr. Lalan Yadav
D.O.B:	09/08/1994
Marital Status:	Unmarried
Address:	Shanti Niwas, A-5, Laxmi Nagar, Delhi-110092.
Languages Known:	Hindi & English
Nationality:	Indian
Passport Availability:	Yes

Declaration:

I hereby declare that all the details given above are true to the best of my knowledge and belief.

Date:

Ranjay Kumar