Ashish Sharma

Delhi, Delhi
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I want to seek my career in professionally managed organization where there is an opportunity to share,
contribute and upgrade my knowledge for development of self and organization.

Work Experience

TENDER EXECUTIVE
RAFA-INTERNATIONAL PVT LTD
August 2020 to Present

till
date.

Tender Executive
DS FIRE SYSTEMS PVT. LTD
January 2019 to July 2020

Supervisor (Designation)
Sagar, Karnataka
November 2017 to February 2018

RESPONSIBILITIES
• Review of information about demands and derivation of supply and proposal preparations
• Clarification of bid conditions and management of the tender preparation
• Monitoring of the bid management in order to ensure it is aligned with the organization's requirements
• Contribution in cost and price calculations
• Coordination of tender reviews and deadlines and adjust them to the frameworks given by the custom

NATURE OF WORK
• Searching Tenders by daily visit the government websites, personal meeting with government officials, daily read newspaper and many ways to search Tender.
• Registration of company on the Government Portal for On-line Bidding in the Tenders.
• Reading and analysis of Tender document.
• Check Eligibility criteria in the Tender Document.
• Prepare Tender Sheet.
• Prepare EMD, Tender Fee and all the related Technical Documents.
• Taking quotation for the particular Tender from our Vendor.
• Analysis of quotation and make the final cost sheet.
• Prepare Cost sheet and share it to management for final approval.
• Fill the On-Line and Off-Line (Both) Government Tenders.
• Send quotation to existing client and sought out Query of the Customer through Outlook (Email), Telephonic or any other way of communication related to tender only.

Education

CBSE in year in Commerce
Delhi University - Delhi, Delhi

Skills / IT Skills

- Fundamentals of Compute: Tally ERP 2009 & MS Office (Excel, Word, Power Point)
- Operating System: Windows 7.
- Complete Diploma in Basic Computer application.
- Complete Certification course in Tally ERP 2009.