

Simran Jeet

Delhi, Delhi

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7290905765

Seeking a position to utilize my skill and ability in the industries that offer as professional as well as personal growth to me. I strongly believe in working hard to achieve goal and that there is no short cut for success.

Work Experience

Tender Executive

Pyroguard Engineers Pvt. Ltd - New Delhi, Delhi

September 2020 to Present

- To coordinate, prepare and compile bid submission documents in relation to tendering/bidding activities, tender questionnaires and pre-qualifications;
- To organize and harness the efforts of all involved departments relating to tendering/bidding activities and contract review;

Tender Executive

Sybex Support Services (P) Ltd - New Delhi, Delhi

August 2017 to August 2019

To coordinate, prepare and compile bid submission documents in relation to tendering/bidding activities, tender questionnaires and pre-qualifications;

To organize and harness the efforts of all involved departments relating to tendering/bidding activities and contract review.

Education

Bachelor of Arts in English

Delhi University - Delhi, Delhi

Skills / IT Skills

- Expert
- Css (Less than 1 year)

Languages

- English - Fluent