

# Amit Kumar

Chhawla, Delhi 110071

[amitkumar66998\\_o8e@indeedemail.com](mailto:amitkumar66998_o8e@indeedemail.com)

9136717351

To build a successful career in a reputed organization that will help me to contribute to the organizational goal and objectives, using my current knowledge and qualifications.

## SNAPSHOTS

- Tender specification, development and evaluation, Documentation of Empanelment. Submission of tender in

Government department, e-tendering for the outsourcing of security, facility, housekeeping and cash van with

Government department, banks etc. Bid preparation, submission and liaison with the department. Well versed with

GeM (Government e Marketplace). Responsible for drafting, reviewing and finalization of all kinds of agreements,

contracts, licence, work orders, appreciation letters. Documentation work for PSARA, processing the documentation. Responsible for meetings with clients if required/Govt. Liaison. •

- Basic knowledge of "C", HTML, CSS. JAVA, PHP, SQL. •
- Testing tools: Load Runner, Selenium •
- Managed several sports digitalization event in ALL INDIA POLICE SPORTS CONTROL BOARD GOVT. OF INDIA AND

KENDRIYA VIDYALAYA (KVS DELHI). •

- Work well in a team setting. •
- Easily adaptable to any kind of working environment

## Work Experience

---

### **Sales Executive (Marketing)**

Collaboration with Delhi Pharmaceutical Sciences and Research University - Delhi, Delhi

Present

Requirement gathering from customer side, trained to sales team and showcase client about product functionality, implement things according to customer requirement after discussing with departmental approval. Govt. E marketplace bidding and upload product and documentation on e tendering portal.

### **Sales associate govt. Business**

Esconet Technologies PVT LTD - New Delhi, Delhi

August 2020 to October 2020

Tendering online offline, empanelment. Sales of product, oem request for MAF and non malicious code Etc.

### **Tender executive**

L.B. BONAFIDE Private Ltd

- Eight month experience in HDFC LIFE (part time).
  - Currently working in ESCONET TECHNOLOGIES PVT. LTD.
- ACADEMIA

## Education

---

### **B.A.**

Open Learning University of Delhi - Delhi, Delhi

### **Higher Secondary Certificate**

Central Board of Secondary Education - Delhi, Delhi

### **Senior Secondary Certificate**

Central Board of Secondary Education - Delhi, Delhi