Sapna Kohli

Tender Executive

Delhi, Delhi

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To work in a challenging environment with my knowledge & skills so that I could add to the esteemed organization with my hard work, team spirit & sincerity.

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and potential realize myself fully and realize my potential

Work Experience

Sales Aladin

Salesaladin - Ghaziabad, Uttar Pradesh

2016 to 2017

Profile: Email Marketing & Database Analyst

Job Responsibly :-

1.   Generating leads from International market through email marketing/LinkedIn
2.   Emailing to International client & domestic.
3.   Database Management, maintaining email list import/export of email database from excel sheet to tools, generating/creating new email list/Records.
4.   Building connection on LinkedIn for lead generation.
5.   Data mining from different sites like Google, Facebook, LinkedIn

Tender Executive

Sat Kartar Tour N Travels - Delhi, Delhi

2017

Profile: Tender Executive

Job Responsibility:-

•   Responsible for take care of bidding/tendering procedure, Register to the company in different Govt. Websites, PSU and Different portals for upcoming tender.
•   Searching of upcoming / new tenders through online / offline mode such as e- procurement and e-tendering portal, Web sites & various other sources for the company as per criteria given by upper management.
•   Prepare the tender according to RFQ/RFI/RFP/RFT.
•   Handling Gem Portal and other Govt. E-Procurement Site.
•   All computer knowledge (Word, Excel & Web knowledge) Prepare bidding documents - Managing Bids.

•   Arranging various documents required for tenders. Preparing the proposals (Technical & Commercial) Tenders scouting and bid preparation and maintaining the records of all tenders.
• Uploading/Submitting the Documents in the Online Platform - Coordinate with various departments.

Education

Bachelor's
IGNOU

Skills / IT Skills

• Email Marketing

• Database Management

• Data Entry

• Social Media Marketing

• Data Analysis

• Tender Preparation

• Bidding

• Tender Management

Certifications and Licenses

Diploma in Computer Application
January 2015 to June 2015

MS OFFICE
DATA MANAGEMENT
DATA MINING
POWER POINT