

CURRICULUM- VITAE

ANJALI

House no. S- 109/221

Parjapat Colony, Mohammad Pur,

R.K.Puram, New Delhi -110066

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CAREER OBJECTIVE:

To work in a company which provides a challenging environment of excellence for me to display and use my skills and talents to add to the company's goals and research also there is scope for a self improvement and enhancement of knowledge .

WORK EXPERIENCE

1. Tender Executive

Organisation-Volks Energie Pvt. Ltd -Jan 2019 -2021 May

Job Responsibilities:-

- ✓ E- Bid. Proficient in arranging documents as per tender requirement and selecting tender from the different website (GAIL, BHEL, IOCL, GEM, Etenders, eprocure, NTPC)etc.
- ✓ Able to add new product/ catalogue on gem portal.
- ✓ Excellent knowledge in Preparation of Tenders & Procedures / Bidding and submission of Tenders
- ✓ Uploading/Submitting the Documents (General/Technical/Commercial) in the ONLINE/OFFLINE Platform
- ✓ Getting /Procuring Digital Certificates for ONLINE Tenders Participation.
- ✓ Submitting documents for getting new registration as approved vendor
- ✓ Preparation of EMD and Bank Guarantee Statement.
- ✓ Preparing the Tender Comparative Statement
- ✓ Active involvement in Coordinating the Site Supervisors & Project In-charge.
- ✓ Follow-up with the production Dept. about the material dispatch.
- ✓ Preparing Purchase Order, Receipt Notes

❖ Some Awarded Tenders:-

- Got tender from GAIL (INDIA) LIMITED, BHEL (Bharat Heavy Electricals Limited), IOCL (Indian Oil Corporation Ltd.), NTPC Limited, KPLC (Konkan LNG Private Limited).
- Successfully Vendor Registration of CEL (Central Electronics Limited), BSES Rajdhani Power Ltd., (REIL) Rajasthan Electronics And Instruments Limited, NABARD (National Bank for Agriculture and Rural Development).

2. Tender Executive

Toshita Transformations Pvt. Ltd. – 21st Jan 2020-12th feb 2021

Job Responsibilities:-

- ✓ E- Bid. Proficient in arranging documents as per tender requirement and selecting tender from the GEM (Government E-Market Place).
- ✓ Able to add new product/ catalogue on gem portal.
- ✓ Excellent knowledge in Preparation of Tenders & Procedures / Bidding and submission of Tenders
- ✓ Uploading/Submitting the Documents (General/Technical/Commercial) in the ONLINE
- ✓ Submitting documents for getting new registration as approved vendor
- ✓ Preparation of EMD and Bank Guarantee Statement.
- ✓ Preparing the Tender Comparative Statement
- ✓ Active involvement in Coordinating the Site Supervisors & Project Incharge.
- ✓ Follow-up with the production Dept. about the material dispatch.
- ✓ Maintain list of Supplier & Identify New Supplier
- ✓ Issuing Enquires and Obtaining Quotation
- ✓ Follow up vendor for timely deliveries

❖ **Some Awarded Tenders:-**

- Got tender from GAIL (INDIA) Limited, Kendriya Vidyalaya, Airports Authority of India, Power Grid Corporation of India Limited, Navodaya Vidyalaya Samiti
- Successfully Vendor Registration of GAIL (INDIA) LIMITED, Airports Authority of India.

3. Computer Operator

Organisation:- P2C Connect Company

Job Duration- 1 year

4. Primary Standard Teacher

Organization- Air Force Army School , New Delhi

Job Duration- 1 year

ACADEMIC QUALIFICATION

1. M.A In Hindi from (IGNOU)
2. Graduation (BA) from Delhi University
3. 12th Passed from CBSE Board, New Delhi
4. 10th Passed from CBSE Board, New Delhi

PROFESSIONAL QUALIFICATION:

- Two years Diploma in ECCE (Early Childhood Care & Education) from SCERT (State Council Educational Research & Training)
- Computer Basic & MS Office (Word, Excel) Knowledge
- Art & Craft

- English Typing
- COPA (Computer Operator and Programming Assistant) from ITI, New Delhi.

KEY SKILL AND COMPETENCIES:

- Organizational Skills,
- Interpersonal communication,
- Project & Time Management,
- Team Work

PERSONAL STRENGTH:

- Confident and determined
- Ability to cope up with different situations
- Good Communication and Motivation Skills
- Capability to work in any kind of environment

INTERESTS:

- Listening to Music
- Travelling
- Interacting with the new people
- Painting
- Cooking

PERSONAL DETAILS:

Name	:	Anjali
Father's Name	:	Mr. Rakesh Kumar
Date of Birth	:	28 th April, 1995
Language Known	:	Hindi & English
Nationality	:	Indian
Marital Status	:	Single

DECLARATION:

I declare that the information given above is true and complete to the best of my knowledge.

Date: _____

Place: **New Delhi**

(ANJALI)