

Amit Kumar

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OBJECTIVES

To pursue a challenging career in a reputed company, where I can enhance my knowledge, acquire new skills and work with team of experienced professionals for my career growth.

ACADEMIC QUALIFICATIONS

S.No.	Standard	College/School	Board/University	Year	Percentage
1	B.TECH (CS)	P .C.E (Jaipur)	RTU(Kota)	2015	62.00%
2	12 th	P N SINGH COLLEGE	B.S.E.B	2011	68.00%
3	10 th	B SEMINARY SCHOOL	B.S.E.B	2008	67.00%

WORK EXPERIENCES

1. ACS Systems solutions (Vasant kunj, New Delhi)

Designation: - System Analyst

Duration: - 3rd Oct 2016 to 30th Aug 2017

2. Wilson furniture pvt. Ltd (Paharganj, New Delhi)

Designation: - Tender executive (GEM

Portal) Duration:-10 Sep 2017 to 2nd August 2020.

Job Profile:

1. Functioned as Tender Executive and arranging documents as per Tender Requirement
2. Excellent knowledge in Preparation of Tenders & Procedures / Bidding and submission of Tenders
3. Uploading/Submitting the Documents (General/Technical/Commercial) in the ONLINE Platform
4. Attending the tender opening and prebid meeting when required.
5. Selecting Tender from GEM Portal

6. Assist department with all documents support
7. Preparation and submission of different types Bank Guarantee's like Bid security and performance Bank guarantee's.
8. Preparation of EMD and Bank Guarantee Statement.
9. Preparing the Tender Comparative Statement
10. Preparing the proposals(Technical & Commercial)
11. Active involvement in Coordinating the Site Supervisors & Project In charge.
12. Follow-up with the production Dept. about the material dispatch.
13. Preparing Purchase Order, Receipt Notes
14. Maintain list of Supplier & Identify New Supplier
15. Issuing Enquires and Obtaining Quotation
16. Follow up vender for timely deliveries
17. Online Bidding on GEM Portal.

TECHNICAL SKILLS

- Basic knowledge of computer.
- Basic knowledge on MS Office
- Project in final year on Library Management System.

ACHIEVEMENTS

Awarded 2nd prize in Cricket Competition in college fest (2013)

PERSONAL PARTICULARS

- Date of Birth : 08th March,1992
- Father's Name : Ram Pukar Prasad
- Mother's Name : Gayatri Devi
- Hobbies/Interest : Listening songs, Playing Cricket.
- Strength : Never give up ,Hard working
- Address : Vill-Ubadhi, P.O-Bakhari, P.S-Siswan, Siwan(Bihar)

DECLARATION

I hereby declare that above information are totally authentic and to the best of my knowledge and belief. References would be available on demand.

Date :

Place : Faridabad

Amit Kumar