

Curriculum-Vitae

RENU

House No. B-670, Tajpur Pahari, Badarpur Border,
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Objective

An energetic aspirant looking for a challenging opportunity to make own identity in the world by constant learning and experiencing all that comes across in day to day life, by giving my utmost dedicated efforts.

Work Experience

- Six month work with **DATA SOFT.** as a Data Analyst.(Back End).
- Two year experience as a Tender Executive for **RMA & Associates** (Chartered Accountants) and **Garuda Advertising Pvt. Ltd** in **NMS Enterprises Ltd.** from 2015 August 2017.

Roles & Responsibility:

- Time to time searching tenders in various websites.
- Prepare offer for tender physical copies /manually and e-tendering basis and sent /upload bid for participation.
- Prepare comparative statement
- All typing work related to execution work.
- Letter drafting / correspondence with Board / Client and Vendors.

- Maintain all type of files and documents related to tender, correspondence & vendors including scanning the documents as per requirement of file size.
- Tender bidding (online).
- Evaluating conditions of tender/contract and mitigating the company's risk exposure.
- Assess tender requirements and documents to prepare tender submissions and to ensure compliance with Intuitive policies and applicable laws.
- Handling of queries of clients through telephone and emails.
- Preparing all tender documents and complete all process of tender bidding.

Educational Qualification

- 10th passed from C.B.S.E Board in 2007.
- 12th passed from C.B.S.E. Board in 2009.
- B.com from Mata Sundri College for Women (Delhi University) in 2012.
- B.Ed From Mewar Institute of Management (GZB.) in 2015.
- Pursuing M.Com from IGNOU.

Professional Qualification

- Office Assistant Course done from Bhartiya Vidhya Bhawan K.G. Marg, New Delhi-110001

Course Contents:

MS-office package:

- Word
- Excel
- Power-point etc.
- Typing Speed 25 WPM.
- Completed "English spoken course" from "Teach India"(Times of India)

Personal Profile

Father Name : Mr. Partap Singh
Date of Birth : 18.01.1991
Gender : Female
Marital Status : Married
Nationality : Indian
Languages Known : Hindi, English
Religion : Hindu
Hobbies : Reading Books, Interacting People.

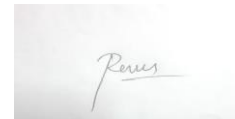
DECLARATION

I hereby declare that all the above written information are correct to the best of my knowledge and belief.

Place : Delhi

Date :

RENU

A rectangular box containing a handwritten signature in cursive script, which appears to read 'Renu'.