

# Sapna

TENDER EXECUTIVE  
(BDE)

08285092873

H. No. 2 Anand Vihar  
Barwala New Delhi-110039  
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## Objective

To work in 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 realize my potential.

## Education

<b>IGNOU</b> 2015-2018	Master's Degree Master of art in political science with 63.00%.
<b>IGNOU</b> 2012-2015	Bachelor's Degree Bachelor of art with 61.21%.
<b>CBSE</b> 2008-2009	Higher Secondary School 12 <sup>th</sup> (Art stream) passed with 78.60%.
<b>CBSE</b> 2006-2007	Secondary School 10 <sup>th</sup> passed with 67.16%.

## Work Experience

<b>Tender Executive</b> 2019-Working	Worked as a Tender Executive at JETS.
<b>Tender Executive</b> 2017-2019	Worked as a Tender Executive & Data Research Analyst at Sat Kartar Tour n Travels.
<b>Data Research</b> 2016-2018	Worked as a Data Research Analyst & Digital Marketing at Sales Aladin.

## Skills

Data Research  
Data analyst  
MS office

## Tender Executive's Job Responsibility

1. Responsible for take care of bidding/tendering procedure, Register to the company in different Govt. Websites, PSU and Defense portals for upcoming tender.
2. Searching of upcoming / new tenders through online / offline mode such as e-procurement and e-tendering portal, and the leading Newspapers, Web sites & various other sources for the company as per criteria given by upper management.
3. Prepare the tender according to RFQ/RFI/RFP/RFT.
4. Handling Gem Portal and other Govt. E-Procurement Site.
5. All computer knowledge (Word, Excel & Web knowledge) Prepare bidding documents - Managing Bids.
6. Arranging various documents required for tenders. Preparing the proposals (Technical & Commercial)- Tenders scouting and bid preparation and maintaining the records of all tenders.
7. Uploading/Submitting the Documents (General/Technical/Commercial) in the Online Platform - Coordinate with various departments for the submission of necessary supporting documents, technical datasheets, test reports and certificates required for submitting technical bid.

## Personal Detail

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**Father's Name** : Sh. Rajender Pal

**D.O.B** : 05<sup>th</sup> Feb, 1990

**Gender** : Female

**Marital Status** : Unmarried

**Nationality** : Indian

**Language Known** : English & Hindi

**Hobbies** : Finding new Gadgets on Internet

**E-mail** : [sapna.kohli380@gmail.com](mailto:sapna.kohli380@gmail.com)

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Date.....  
Place.....

(Sapna)