

Resume

RAHUL CHOUDHARY

Proposal / Tender Executive (RFP | RFI | RFQ | Pricing)

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SUMMARY

Detail-oriented Proposal / Tender Executive with 1 year of experience in downloading bids from online portals, analyzing RFP/RFI/RFQ documents, preparing complete tender documentation, pricing sheets, and submitting bids within strict deadlines. Skilled in Excel-based pricing and compliance handling.

KEY SKILLS

- RFP / RFI / RFQ Analysis
- Online Tender & Bidding Portals
- Tender Documentation & Compliance
- Pricing & Costing (Excel)
- Technical & Financial Bid Preparation
- Deadline Management

WORK EXPERIENCE

Proposal / Tender Executive

Experience: 2 Year

- Downloaded tenders/bids from online portals and reviewed scope of work
- Analyzed RFP, RFI, and RFQ documents
- Prepared and organized technical & financial tender documents
- Created pricing sheets in Excel including markup and total cost
- Ensured compliance as per tender requirements

- Submitted bids on online portals within timelines

EDUCATION

Bachelor of Arts (B.A.)

Chaudhary Charan Singh University (CCS University) – Passed