

CURRICULAM VITAE

ROHIT DWIVEDI

Correspondence Adds:-

150, Mayur Nagar

Musakhedi, Indore-452001

E-Mail-rohit3656dwivedi@gmail.com

Contact No.-7089941707

Objective:-To be a part of unending process of learning by continuously enhancing my knowledge. To be part of an organization, which can provide me opportunities and responsibility to enable me grow along with it.

Total Work Experience:- - More Than 3 years.

Area of Expertise:-

- Tender preparation and Bidding.
- E-Tendering and offline Tender.
- Experience of Tender Bidding in All PSU, and private and government organization
- Experience of inside sales as a sales executive
- Bid Tender in Gem portal
- Preparation of compliance with help of sales engineer
- Prepare Tax Invoice in tally
- Generate E way bill , Delivery challan and warranty certificate
- Commercial & Sales support from office.
- Customer relation management.
- Project Handling.
- Place order to our OEM and make sure to delivery of product to customer
- Follow up for payment from customer within time

- payment transaction.
- Handle Back office also.
- Follow up for Return EMD (Earnest Money deposit) and PBG and BG
- Handled to commercial department and instruct them
- Admin In charge

Current Employer:- Working as a Sales Support Engineer (Tender Engineer)in Tekmeasure Technologies Private Limited Indore .**TTPL is a Channel Partner Company of ISA ADVANCE, PHENIX TECHNOLOGIES ,BAUR ,ENERGY SUPPORT,HIOKI, THERMO SCEINTIFIC, General Electric Industrial India Pvt Ltd. (GE Industrial India pvt ltd).**

About Company:- **Tekmeasure Technologies Private Limited** is a major service provider to the Industrial product . It basically deals in AC/DC High Voltage, Relay Testing Kit, cable fault locator ,primary and secondary injection kit, PD Meter, SFRA, oil BDV, winding Resistance meter, earth Resistance tester , clamp meter, multimeter, battery Tester, Pressure calibrator & HART Communicator, Gas Analyzer, Moisture Analyzer, Flow Meters, Dead weight Tester, Calibration Test Bench, and many other electrical product ,Sales, Maintenance& Service and Trouble Shooting to various Industrial clients in India.

Designation:- Sales Support Engineer (Tender Engineer) .

Department:- Commercial Dept & Service

Location:- Indore (Madhya Pradesh)

Experience Detail:- Currently I am working in **Tekmeasure Technologies Private Limited** from 01/05/2018 .

Job Profile:-

- Handle the issues related to the Tender bidding and commercial.
- Preparation of Tender and complete bid as per customer required like online or offline
- Prepared compliance with help of concern sales engineer
- Prepare tax invoice in tally and Excel both
- Generate e way bill and also prepare delivery challan and warranty certificate.

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- Handle for EMD (Earnest Deposit Money) if required in Tender.
- Prepared Document for Tender.
- Handle all Query Related to tender and commercial back office.
- Lead Generation as per customer requirement.
- Take a Purchase Order from Industry sector.
- Placed order to our OEM (Original Equipment Manufacturing).
- Responsible for payment transaction in absence of accountant.
- Identification of Issues and its rectifications.
- Handling Customer complaints related to instruments and resolved with help of sales engineer.
- Proper presentation about the issue by making daily reports.
- Reporting Directly to Manager.
- Maintain Customer Relationship & Business Development.
- Admin Incharge.

Customer Handled:-

- GAIL, SAIL, BHEL, OIL INDIA, IOCL ,NTPC, Railway E-Tender , CSPTCL, DAE E-TENDER , UP E-Tender, MP E-Tender ,Rajasthan E-Tender, Kerala E-Tender, BORL, NALCO, HAL, OPGC, IOF, Gem e government , Many other site.
- Vedanta Group, HINDALCO GROUP, Cements Plant
- Automobile Sectors. (Eicher, Force ,Bridgestone, Apollo Tires)
- **Pharmaceutical Industries. (Lupin , Ranbaxy , IPCA ,Elder Pharma)**
- Other State Government Owned & Private Power Plant Industries.

EDUCATIONAL DETAILS:-

- Completed B.Tech in Mechanical Engineering from Satna AKS University Satna with Percentage of 72.3% in 2018
- Completed High school (10th) from saraswati inter collage Atarra in 2012
- Completed Higher Secondary (12th) from Hindu Inter collage Atarra in 2014

:-PROJECT:-

- **Project on Mini Lathe Machine with Milling advance**

:-Professional Skill

- Auto cad, solid edge, Basic computer
- Tender Bidding, sales support, Engineering service . commercial department

:- Training

- Auto cad in indo German tool room Indore for 15 days
- Solid edge work in AKS University for 15 days
- Basic computer in Atarra institute of computer Technology for 1 month
- Part time work as a Commercial support officer in industrial Gas Supplier Indore for 1 year

HOBBIES:-

- Playing Games, Listening Music , Reading Books , write Book.

DECLARATION: - Whenever I hereby declare that the above information provided is correct to the best of my Knowledge and can Provide Testimonial Asked For.

PLACE:-INDORE

DATE: - 01/10/2020

(Rohit Dwivedi)