

Madhu Kumari

✉ madhu5741jsr@gmail.com ☎ 7061592725 🔗 Portfolio 🔗 LinkedIn 📍 Jharkhand, India

PROFESSIONAL SUMMARY

Results-driven professional with 3+ years of experience in Government Tendering, Procurement, and Business Development across Electrical, Mechanical, Instrumentation, and Automation sectors. Skilled in end-to-end tender management, bid preparation, vendor registration, and execution on platforms such as GEM, CPPP, and IREPS. Expertise in vendor management, OEM coordination, negotiations, contract compliance, and documentation, with proven ability to drive cost optimization and improved bid success rates. Recognized for analytical skills, cross-functional collaboration, and delivering under pressure to enhance procurement efficiency and organizational growth.

SKILLS

Technical & Software: C++ | MS Office(Excel, Word, PowerPoint) | SAP Ariba | Tally ERP | ZOHO CRM | Tender Management Tools | e-Procurement Portals (GEM, CPPP, IREPS).

Procurement & Tendering: Government Tendering | Vendor Development | Technical & Price Bid Preparation | EMD & ePBG Submission | Contract Negotiation | Reverse Auctions | OEM Research & Onboarding | Compliance & Documentation.

Business & Analytical: Business Development | Market & Competitor Analysis | Cost Optimization | Supply Chain Management | Payment Follow-up | Team Coordination | Data Analysis & Reporting.

EDUCATION

Abdul Bari Memorial College,
Bachelor of Commerce
06/2017 – 10/2020 | Jamshedpur, India

The Graduate School, College for Women,
Intermediate
06/2015 – 05/2017 | Jamshedpur, India

INCAB KERALA PUBLIC SCHOOL, Matriculation
2015 | Jamshedpur, India

PROFESSIONAL EXPERIENCE

Inosystek Solutions Pvt. Ltd,
Business Development Manager

07/2025 – Present | Jamshedpur, India

- Lead end-to-end tendering processes in Electrical, Mechanical & Instrumentation sectors across government procurement portals (GEM, IREPS, CPPP).
- Prepare and submit competitive bids with 100% compliance to tender requirements, improving bid success rate.
- Manage company registrations, portal updates, and statutory compliance for participation in e-procurement.
- Coordinate with OEMs for quotations, dealership agreements & price negotiations, driving cost savings and expanding vendor network.

M/s Shri Krishna Commercial, Senior Executive
Procurement & Business Development

11/2022 – 06/2025 | Jamshedpur, India

- Managed end-to-end tender process across Electrical, Mechanical, Instrumentation & Automation projects; handled 100+ tenders via GEM, CPPP, IREPS & other govt. portals.
- Prepared and submitted technical & commercial bids with complete documentation, ensuring 100% compliance and improving bid success rate by 15% YoY.
- Negotiated with 10+ OEMs & clients, reducing procurement costs by up to 12% and expanding vendor network through new OEM onboarding.
- Registered & maintained vendor accounts on e-procurement portals; managed EMD/ePBG submissions worth ₹2Cr+, inspections (RITES, TPI), and compliance.
- Coordinated with sales, accounts, warehouse & technical teams to ensure timely tender submissions and deliveries.
- Maintained audit-ready documentation and vendor profiles for seamless compliance.
- Followed up with government departments to ensure timely payment release post material delivery.

LANGUAGES

- Hindi
- English