

# Madhu Kumari

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## PROFESSIONAL SUMMARY

Procurement and tendering professional with 3+ years of experience managing end-to-end Government Tendering and Vendor Development processes across Electrical, Mechanical, Instrumentation & Automation sectors. Executed over 100 government tenders through GEM, CPPP, and IREPS platforms with full compliance. Proficient in vendor onboarding, OEM coordination, and contract negotiation—achieving up to 12% cost reductions and a 15% year-over-year improvement in bid success rates. Skilled in cross-functional coordination, e-procurement tools, and driving procurement operations that improve cost efficiency and streamline compliance.

## 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

## LANGUAGES

- Hindi
- English

## 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, executing 100+ tenders annually across government procurement portals (GEM, IREPS, CPPP).
- Prepare and submit competitive bids with 100% compliance to tender requirements, improving bid success rate.
- Coordinated company registrations, portal updates, and statutory compliance for 5+ e-procurement portals, ensuring 100% eligibility for tender participation.
- Coordinated with 10+ OEMs for quotations, dealership agreements, and price negotiations, achieving up to 12% cost savings and expanding the vendor network by 15% YoY.
- Implemented a centralized tender tracking system, improving internal collaboration and reducing submission time by 30%.
- Conducted market research and competitive analysis for 20+ tenders, leading to more strategic and targeted bid submissions with improved win probability.
- Prepared 30+ high-quality technical and commercial proposals, ensuring 100% alignment with tender specifications and client expectations.

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

11/2022 – 06/2025 | Jamshedpur, India

- Streamlined 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 50+ vendor accounts across 5+ e-procurement portals (GEM, CPPP, IREPS, etc.); Oversaw ₹2Cr+ worth of EMD/ePBG submissions, inspections (RITES, TPI), and compliance.
- Coordinated with sales, accounts, warehouse & technical teams to ensure timely tender submissions and deliveries, reducing errors and delays by 20%.
- Maintained audit-ready documentation and vendor profiles, supporting 100+ tenders annually for seamless compliance.
- Followed up with government departments to ensure timely payment release post material delivery, accelerating collection cycles by 15–20 days.