**CURRICULUM VITAE**

*rakeshkumar*

add:-h-no-1080,ph-3,

madanpurkhadar

saritaviharnew delhi-76

contact-: 9910128601

**Email:-rakeshkumarwins@gmail.com**

|  |
| --- |
| **CAREER OBJECTIVE:-** |

**To a part of an Organization where I can get an opportunity to utilize and enhance my knowledge and skills.**

.

|  |
| --- |
| **EDUCATIONAL QUALIFICATION:-** |

**.**

* **B.com. from D.U. (Sol).**
* **12th pass from C.B.S.E. Board.**
* **10th pass From C.B.S.E. Board.**

|  |
| --- |
| **COMPUTER SKILL KNOWN:-** |

* **Applications : Ms-Office ,word, excel, PowerPoint,**

**Internet & Typing**

|  |
| --- |
| **WORK EXPERIENCE:-** |

* **Worked Tender Executive in Ecartes Technology Pvt. Ltd. (Security & IT Company).**
* Proficient in working on Govt. online and offline Tenders as well as GeM.
* Good experience in E-procurement and how to do portal Registration &Submission.
* Knowledge of E-Tendering CPWD,PWD, CPPP and Delhi Tendering.
* To prepare tender documents and uploading.
* Filling up and submitting online price bid.
* **Worked Tender Executive in ECOS (India) Mobility & Hospitality Pvt.ltd. (Hiring of Vehicles).**
* Proficient in working on Govt. online and offline Tenders as well as GeM.
* Good experience in E-procurement and how to do portal Registration &Submission.
* Knowledge of E-TenderingCPWD,PWD, CPPP and Delhi Tendering.
* To prepare tender documents and uploading.
* Filling up and submitting online price bid.
* **Worked Tender Executive in DELITE KOM LTD.(Furniture Line).**
* Proficient in working on Govt online and offline Tenders as well as GeM.
* Good experience in E-procurement and how to do portalRegistration & submission.
* Knowledge of E-TenderingCPWD,PWD, CPPP and Delhi Tendering.
* To prepare tender documents and uploading.
* Filling up and submitting online price bid.
* **Worked as Tender Executive cum computer operator with KAMAL JEET SINGH & SONS, for 2 years.(Fire Line).**
* Good experience in E-procurement and how to do portal submission.
* Backend Process.
* **One Year Experience Community Education Work in SSA as a post of I.E Volunteer.**

|  |
| --- |
| **STRENGTHS** |

* + Hard working
  + Accepting Challenges
  + Honesty and Confidence.

|  |
| --- |
| **PERSONAL DETAILS:-** |

**Father’s Name : Mr. BHARAT LAL**

**Date of Birth : 15/02/1993**

**Marital Status : Married**

**Languages Known : Hindi & English**

**Sex : male**

**Nationality : Indian**

**Hobbies : Playing Cricket**

**(rakesh kumar)**