**Parvez Akhtar**

H.No-442,Jamia Colony,Jalpura-1,Kulesara Noida, UP 201306

E: [Parvezakhtar581@gmail.com](mailto:Parvezakhtar581@gmail.com) P: +919899095266

**Government Tender**

**Manager**

* **Professional Summary**

Expert business strategist with a sound understanding of organizational development and sales. Skilled communicator with over 5+ years of experience providing companies with successful solutions to building organizational success. Persuasive negotiator who uses integrity and professionalism in presenting joint ventures, assessing acquisition opportunities, and identifying new markets. Innovative thinker who detects more efficient ways of growing company assets by recommending new products, revolutionizing current product offerings, and testing new market approaches.

* **Skills**
* Expert strategist who uses research of competitors, market conditions, customer needs, and organizational core competencies to claim company success.
* Skilled communicator and negotiator who understand persuasive delivery and can confidently present sales pitches to potential partners and reports to board members.
* Accomplished understanding of financing activities, including budgeting, investing, and cost-cutting through careful analysis
* **Technical Skills**

Well knowledge and experience with Microsoft Word, Microsoft PowerPoint, Microsoft Excel. Software application.

* **Work Experience**

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| 2014 – 2016: | **MACC India Pvt Ltd (Delhi)** |
| Position: | **Govt Tender -Executive** |
| Duties: | * Handle Govt. Tenders and preparing documents for the Principal Companies. * Preparation of Techno- Commercial Offers. * Prepare BG,SD & forward to concern department. * Prepare Agreement's between seller and vendor. * Fetching and analysis Pre-qualification Criteria & Preparation of Techno- Commercial Offers * Deals in Government Tender, Projects & Doing Tender at Gem (Govt Ecommerce Market) * Tender document upload at Portal & submit through online mode & offline * Company / Product Registration at Govt department or portal * Deals in Import & Export with company * Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analysing sales options. * Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities * Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors. |
| 2017 – 2020: | **Fortune Marketing Pvt Ltd. (Delhi)** |
| Position: | **Govt Tender Manager** |
| Duties: | * Strategize ways to build market share, increase revenue, and acquire success through innovative developments in organizational structure. * Handle Govt. Tenders and preparing documents for the Principal Companies * Preparation of Techno- Commercial Offers. * Identify ways to build brand awareness through engaging campaigns that establish the company reputation, incite curiosity, and inform potential customers. * Meeting the Technical Requirement of Clients & Discussion and follow up with clients. * Promoting the Business of companies from Russia, CIS & Europe. Coordinate with Design and Production Department. * Visiting & developing new clients for the Principal Companies. * Prepare documents for E-tendering, Studying tender documents, qualification criteria, scope of work, Floating RFQ to various vendors/contractors * Expertise in cost estimating, planning, and scheduling. * Coordinating the business between Principal Companies & Indian Companies. * Ability to research, plan and prepare technical documents on time. * Purchasing & Follow up with Vendors. * Organize / take part in bid initiation & review meeting. * Tender document upload the Portal and submitted the documents through online mode. * Follow ups from client regarding order Convert inquires into order * Follow up Tender Registration & Payments in various Govt. Department. |

**Education**

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| **Year** | **Criterion** | **Board/University** |
| 2015 | B.A | DELHI University |
| 2012 | XII | CBSE Board |
| 2010 | X | CBSE Board |

**Declaration**

I hereby declare that the above information given by me are true from the best of my knowledge & belief