**MANJU RANI**

**Present Add: G-5, Plot No. 670, Shakti Khand – IV, Indirapuram, Ghaziabad-201014**

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**Jobs in Tendering, Coordination, and Communication & Bidding Management with a growth oriented organization**

**Career Overview**

To obtain a challenging position working with a team of professionals in a highly client-focused environment that utilizes my technical, management and communication skills to add to the overall success of the organization.

**PROFESSIONAL EXPERIENCE**

**Sr. Executive: – Sales & Project Department Since April’19 to till date**

**Job Responsibilities: - Tender submission online & offline both**

**Reporting to: - Head of Department**

**M/S Marvel Vinyls Limited**

**164/3, Site-IV, Sahibabad Industrial Area, Ghaziabad (U.P.)**

**Company Profile:-** M/s Marvel started manufacturing PVC Sheets and Films in its newly acquired manufacturing facility in Sahibabad (U.P) and expanded its infrastructure geographically in Madhya Pradesh as well as vertically by diversifying further into Vinyl Flooring, PVC Synthetic Leather, Technical Coated Textiles and Knitted Industrial Fabrics over the years.  
  
Our more than 3 decades into Manufacturing has been very eventful, with Marvel achieving above average year on year growth and emerging as one of the largest PVC converters in India, with the current capacity standing tall at 3900 MT/Month.  
  
The group is actively seeking capacity expansion and aims to bring capacity up to 5000 MT by FY 2016.

**Project Executive:– Project Management Department Since Aug’17 to March’19**

**Job Responsibilities: - Tender submission online & offline both**

**Reporting to:- Project Manager**

**M/S INFONICS TECHNOLOGIES**

**C-36, Sector-88, Noida-201305**

**Company Profile:-** M/s Infonics Technologies has been growing constantly as a reputed manufacturer and, supplier of world class range of Micro Controller Based Products since its inception in 2003. Our gamut of product range includes Led Lights Products, LED Display Signages, Moving Message Display Board and White Letter LED Signage. Moreover, these products are well known for their high energy efficiency, low maintenance cost, delicate & stylish look and high power even at low voltage. All our products are manufactured from the quality tested raw material and cutting edge technology as per the industry set norms. Owing to our experience, we have been successful in catering to the requirements of our esteem clients.

**Project Executive: – Project Management Department Since Oct’15 to July’17**

**Job Responsibilities: - Tender submission online & offline both**

**Reporting to:- Project Manager**

**M/S SS Engineering Corporation**

**D-123, Sector-7, Noida-201301**

**Company Profile:-** M/s S. S. Engineering Corporation, take the opportunity to introduce ourselves as one of the leading Environment Management Company. Our company undertake the work for Designing, Fabrication Erection Commissioning and Annual Operation and Maintenance Contract of Effluent/Sewage/Water Treatment Plant (R O, D M, Softening, Chlorination Plant) Noise and Air Pollution Control System, Cooling cum Ventilation System and Rain Water Harvesting System. Also we supply the Chemicals for ETP/WTP etc.

**Job Profile**

* Searching all Govt. /Pvt. Tender Inquiry (Internet).
* Clarification of **bid** conditions and management of the **tender** preparation.
* Monitoring of the **bid** management in order to ensure it is aligned with the organization's requirements.
* Functioned as Project executive & arranging documents as per tender requirement.
* Excellent knowledge of preparation of tenders & procedures, bidding and submission of tenders.
* Attending the tender pre-bid meeting when required.
* Contribution in cost and price calculations.
* Uploading & submitting the tender document in both mode offline & online platform.
* Record of all contract cost and ensure the cost being recorded as per company policy.
* Coordinating with technical team for tender compliance.
* Coordinating with Sr. Manager for price for the tender.
* Earnest Money Deposit & Tender fee arrange from the Account Department EMD Follow-up.
* Preparation of all the documents required for tender.
* manage the development of plans for tender process activities to achieve targets.
* assist in the development and preparation of the organisation’s tender process strategy and general business planning.
* maintain accurate records.
* responsibly use resources and control expenses to meet agreed  budgetary controls.
* adhere to all organisation policies and procedures.
* interact and co-operate with all members of the organisation and its suppliers and customers.

**Academic Qualification**

**1.** Passed intermediate from Vadik Kaniya Inter College affiliated to U.P Board Allahabad.

**2**. Passed High School from Vadik Kaniya Inter college affiliated to U.P Board Allahabad.

**3.** Passed Graduation from Gulab Singh Hindu Degree college affiliated to MJPU Bareilly.

**Technical Qualification**

1. **3 Year Diploma in Electronics Engineering** from Government Polytechnic Bijnor affiliated to Board of Technical education (U.P).
2. **One Year Post Diploma in Information Technology** from Government Polytechnic Lucknow affiliated to Board of Technical education (U.P).

**COMPUTER KNOWLEDGE**

* Computer Application(Ms-Office, Internet, Surfing)
* Operating System(Windows 98,Windows XP, Windows vista)-Car
* Auto Cad, Coral Draw

**Strength**

* Self-assured & Strong minded
* Flexible & Disciplined
* Target Oriented & Hard Working

**Personal Detail**

**Father’s Name : Mr. Rajveer Singh**

**Date of Birth : 25 Aug, 1991**

**Marital status : Single**

**Languages : English & Hindi**

**Date: (Manju Rani)**

**Place :**