**SACHIN NAUTIYAL**

**Address**  :120 A, Janta Flat Sector 2 Vaishali, Ghaziabad, UP, 201010

Mobile No : +91-9643575957

: +91-7536868670

Email : sachinnautiyal111@gmail.com

**Career Objective**

To work as a Tender executive and put my knowledge and experience to practical use while delivering the expected output on a consistent basis.

**Personality Traits**

* Good analytical and problem solving skills
* Keen observer with learning new things.
* Trustworthy
* Willing to socialize with people
* Multitasker

**Technical Knowledge**

* Ms Office
* Internet Savvy

**Key Responsibility Handled**

* Searching of Tenders from various Govt.
* Portals & Source, Tender review and prepare documents etc.
* Prepration of EMD and Bank Guarantee.
* Prepration of Min req. documents/certification for elegibility criteria.
* Prepration and submission of Online/Offline Tenders.

**Educational Qualifications**

* BBA in Marketing from HNB GarhwalUniverstiy in 2009 with 66%.
* 12th from Uttarakhand Board with 53%.
* 10th from Uttarakhand Board with 58%.

**Experience**

* Worked as Tender Executive ( Work from Home) at Pande & Associates**, Noida** From July 2020 to November 2020.
* Worked as Sales Support Executive (Tendering) at **Measurements International LLP,Delhi**From June 2016 to June 2020
* Worked as Sales Executive at **“Nautiyal Offset & Printers, Distt. Rudraprayag”**fromArpil 2014 to March 2016.
* Worked as Sales Executive at **“Bhatt Educational Scientific & Technological Services Pvt. LTd, Dehradun**”fromFeb 2011 to March 2014.

**Personal Information**

**Date of Birth** : 01-August-1988

**Marital Status** : Unmarried

**Father’s Name** : DevanandNautiyal

**Languages Known** : English, Hindi, Garhwali

**Hobbies** : Listening to Music

**Nationality** : Indian

I hereby declare that the above mentioned information is true to the best of my Knowledge and can produce testimonials whenever asked for.

Date:

**Place: (SachinNautiyal)**