

# CURRICULUM VITAE (CV)

1. Position	:	Executive (Business Development) / Tender Executive	
2. Name of the Firm	:	Infinite Civil Solutions Private Limited	
3. Name of the Staff	:	Mr. Vikram Thakor	
4. Date of Birth	:	23/08/2000	
5. Years in Firm/Entity	:	1 Year & 8 Months (as on 08-12-2025)	
6. Total Experience	:	2 Years & 9 Months (as on 08-12-2025)	
7. Nationality	:	Indian	
8. Certifications	:	<ul style="list-style-type: none"> <li>➤ <b>Google Data Analytics Professional Certificate</b> Program from Coursera.</li> <li>➤ <b>Google IT Support Professional Certificate</b> Program from Coursera.</li> <li>➤ <b>Improve Your English Communication Skills Specialization</b> Certificate from Coursera.</li> <li>➤ <b>Excel Skills for Business Specialization Certificate</b> from Coursera.</li> </ul>	
9. Education	:	<ul style="list-style-type: none"> <li>➤ Pursuing <b>Master of Commerce (M.COM)</b> in Advanced Accounting and Auditing from Gujarat University.</li> <li>➤ <b>Bachelor of Commerce (B.COM)</b> in Advanced Accounting and Auditing from <b>Gujarat University</b> in <b>2020</b>.</li> </ul>	
10. Contact Details	:	As below	
Email-ID	:	<a href="mailto:Vikramthakor760065@gmail.com">Vikramthakor760065@gmail.com</a>	
Phone No	:	7600652843	
<b>11. Employment Record:</b>			
From	To	Employer	Position Held
Apr. 2024	Till Date	Infinite Civil Solutions Pvt. Ltd.	Executive - Business Development (Tender Executive)
Nov. 2022	Dec. 2023	MaRS Planning & Engineering Services Pvt. Ltd.	Computer Operator
<b>12. Projects Handled:</b>			
From	:	April, 2024 to Till Date	
Employer	:	Infinite Civil Solutions Private Limited	
Position Held	:	Executive (Business Development) / Tender Executive	
Name of Project:		<b>Bidding and Proposal Preparation for Various Infrastructure Consultancy Projects</b> , including: Detailed Project Report (DPR), Construction Supervision (CS), Authority Engineer (AE), Independent Engineer (IE) of <b>Highway Projects</b> , Detailed Design Consultancy (DDC), Final Location Survey (FLS), Authority Engineer (AE-PMS), Project Management Services (PMS), Project Supervision Services Agency (PSSA) of <b>Railway Projects</b> , Detailed Project Report of <b>Water Supply Projects &amp; Dam Projects</b> . Geotechnical Investigation for <b>Metro Projects</b> .	

<b>Duration:</b>	April, 2024 to Till Date
<b>Location:</b>	Gujarat, India
<b>Position Held:</b>	Executive (Business Development) / Tender Executive
<b>Activities Performed:</b>	<ul style="list-style-type: none"> <li>➤ Conducted in-depth searches across various state eProcurement portals for tenders related to Consultancy, Project Management Consultancy (PMC), Supervision, Detailed Project Reports (DPR), Independent Engineer (IE), Authority Engineer (AE), and other related projects. Compiled and maintained an Excel sheet for DPR &amp; Supervision tenders, facilitating management review and partner selection for bidding projects.</li> <li>➤ Researched and compiled data for Railway tenders, including Project Management Services (PMS), Project Supervision Services (PSS), Authority Engineer (AE), Detailed Design Consultancy, Geo-technical Surveys, and Final Location Surveys (FLS). Created and updated an Excel sheet to track and review Railway tenders, supporting management decisions for bidding projects.</li> <li>➤ Organized tender-related documents by creating a dedicated folder on the company's server, ensuring easy access to all downloaded materials for future reference.</li> <li>➤ Extracted Key information from Request for Proposal (RFP) documents, preparing the necessary forms for submission. Ensured all technical forms adhered to required guidelines, making adjustments to improve clarity and professionalism.</li> <li>➤ Prepared technical proposals by printing and organizing all required documents, including the formatted forms, cover letter, and separator pages, as instructed by the Assistant Manager – Business Development.</li> <li>➤ Oversaw the timely physical submission of technical proposals, ensuring compliance with RFP instructions. Utilized appropriate delivery methods such as RPAD, Speed Post, Courier, and Hand Delivery.</li> <li>➤ Preparing Draft Financial Proposal Sheet for Review and Analysis for Management (Working Financial Excel Sheet).</li> <li>➤ Uploading Proof of Eligibility (POE) and Technical Proposal (TP) in Nprocure and various procurement website such as eprocurement, etenders as per requirement of Submission.</li> <li>➤ Managed other miscellaneous tasks to support smooth tender submission processes.</li> </ul>

<b>From</b>	:	November, 2022 to December, 2023
<b>Employer</b>	:	MaRS Planning & Engineering Services Pvt. Ltd.
<b>Position Held</b>	:	Computer Operator

<b>Name of Project:</b>	<b>Bidding and Proposal Preparation for Various Infrastructure Consultancy Projects</b> , including Project Management Consultancy (PMC) & Detailed Project Report (DPR), Empanelment of <b>Water Supply, Sewerage, Storms-Water-Drainage, WTP-STP Projects, Building Projects, TAQA-TPQA Projects (GCSE-Samagra Shiksha)</b> .
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<b>Duration:</b>	November, 2022 to December, 2023		
<b>Location:</b>	Gujarat, India		
<b>Position Held:</b>	Computer Operator		
<b>Activities Performed:</b>	<ul style="list-style-type: none"> <li>➤ Downloading Tender Documents from Nprocure and Eprocurement of various states according to Tender Notice.</li> <li>➤ Updating Company's bid Ongoing &amp; submitted tender list for further bidding process &amp; to know tender details and status of tender.</li> <li>➤ Creating Tender Folder on Company's Server and place downloaded documents in it for further bidding process.</li> <li>➤ Preparing various Forms from RFP of Tender Documents &amp; Preparing CV Format for Key personnel from RFP of Tender Notice &amp; Formatting Technical Forms.</li> <li>➤ Printing Formatted Forms, Cover Letter and Separator after supervision of BD Manager &amp; Stamping Technical Proposal.</li> <li>➤ Compile All document in one single PDF (Technical Proposal) and compress &amp; split PDF according to instructions given as per Tendering Sites (Nprocure &amp; Eprocurement Sites)</li> <li>➤ Preparing Technical Proposal for Hard Copy Submission according to instruction given in RFP document (RPAD/ Speed Post /Courier/Hand Delivery).</li> <li>➤ Updating a comprehensive spreadsheet to track tender EMD &amp; Tender Fee, implementing a color-coded system for EMD statuses (received, pending, returned), ensuring regular updates for effective management.</li> <li>➤ Regularly update a Work Order and LOA (Letter of Acceptance) sheet for ongoing projects &amp; Keep Soft Copy of WO &amp; LOA in Company's Server.</li> </ul>		
<b>13. Language:</b>			
Language Known	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Hindi	Excellent	Excellent	Excellent
Gujarati	Excellent	Excellent	Excellent

#### CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

#### Signature of Staff Member

Full Name of Staff Member : Mr. Vikram Thakor

## Executive – Business Development

### Summary

Enthusiastic Business Development Executive/Tender Executive with 2+ Year Experience in Civil Engineering Consultancy Sector. I am seeking the opportunity to work for an encouraging and stable company where I can wholeheartedly contribute to fulfilling the organization's vision and mission. My goal is to actively participate in the growth and success of the company. By earning the trust and confidence of the management, I aim to make valuable and lasting contributions to the company's overall success. I am excited about the prospect of becoming an integral part of a thriving organization and working collaboratively to achieve shared goals.



### Work Experience

Apr. 2024

#### Executive – Business Development

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Till Date

Infinite Civil Solutions Pvt. Ltd.  
Ahmedabad, Gujarat



- Conducted in-depth searches across various state eProcurement portals for tenders related to Consultancy, Project Management Consultancy (PMC), Supervision, Detailed Project Reports (DPR), Independent Engineer (IE), Authority Engineer (AE), and other related projects. Compiled and maintained an Excel sheet for DPR & Supervision tenders, facilitating management review and partner selection for bidding projects.
- Researched and compiled data for Railway tenders, including Project Management Services (PMS), Project Supervision Services (PSS), Authority Engineer (AE), Detailed Design Consultancy, Geo-technical Surveys, and Final Location Surveys (FLS). Created and updated an Excel sheet to track and review Railway tenders, supporting management decisions for bidding projects.
- Organized tender-related documents by creating a dedicated folder on the company's server, ensuring easy access to all downloaded materials for future reference.
- Extracted Key information from Request for Proposal (RFP) documents, preparing the necessary forms for submission. Ensured all technical forms adhered to required guidelines, making adjustments to improve clarity and professionalism.
- Prepared technical proposals by printing and organizing all required documents, including the formatted forms, cover letter, and separator pages, as instructed by the Assistant Manager – Business Development.
- Oversaw the timely physical submission of technical proposals, ensuring compliance with RFP instructions. Utilized appropriate delivery methods such as RPAD, Speed Post, Courier, and Hand Delivery.
- Preparing Draft Financial Proposal Sheet for Review and Analysis for Management (Working Financial Excel Sheet).
- Uploading Proof of Eligibility (POE) and Technical Proposal (TP) in Nprocure and various procurement website such as eprocurement, etenders as per requirement of Submission.
- Managed other miscellaneous tasks to support smooth tender submission processes.

### Personal Info

#### Address:

Thaltej, Ahmedabad, Gujarat

#### Phone No/Mobile No:

7600652843

#### Email ID:

Vikramthakor760065@gmail.com

#### LinkedIn:

<http://www.linkedin.com/in/vikramthakor/>

#### Date Of Birth:

August, 2000

#### Marital Status:

Unmarried

#### Citizenship:

Indian

# Vikram Thakor

## Executive – Business Development

Nov. 2022

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Dec. 2023

### Computer Operator

MaRS Planning & Engineering Services Pvt. Ltd.  
Ahmedabad, Gujarat



- Downloading Tender Documents from Nprocure and Eprocurement of various states according to Tender Notice.
- Updating Company's bid Ongoing & submitted tender list for further bidding process & to know tender details and status of tender.
- Creating Tender Folder on Company's Server and place downloaded documents in it for further bidding process.
- Preparing various Forms from RFP of Tender Documents & Preparing CV Format for Key personnel from RFP of Tender Notice & Formatting Technical Forms.
- Printing Formatted Forms, Cover Letter and Separator after supervision of BD Manager & Stamping Technical Proposal.
- Compile All document in one single PDF (Technical Proposal) and compress & split PDF according to instructions given as per Tendering Sites (Nprocure & Eprocurement Sites)
- Preparing Technical Proposal for Hard Copy Submission according to instruction given in RFP document (RPAD/ Speed Post /Courier/Hand Delivery).
- Updating a comprehensive spreadsheet to track tender EMD & Tender Fee, implementing a color-coded system for EMD statuses (received, pending, returned), ensuring regular updates for effective management.
- Regularly update a Work Order and LOA (Letter of Acceptance) sheet for ongoing projects & Keep Soft Copy of WO & LOA in Company's Server.

Jan. 2021

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Jun. 2021

### Data Entry Operator

Arrow Computers (C-DAC)  
Ahmedabad, Gujarat



Arrow Computers-ATC CDAC  
सौर डैक Gist  
CDAC PACE

- Deed Double DE Entries from Digital copies to Company Software and then Extract that Data on Microsoft Excel Workbook for further Data Processing.
- Complete allotted Deed Double DE Entries in specified time limit and send completed work to senior through mail.

## Education

2024

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2026

### Master of Commerce (M.COM)

{Advanced Accounting & Auditing & Basic Statistics)  
Gujarat University, Gujarat



### Pursuing Master of Commerce (M. COM)

2017

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2020

### Bachelor of Commerce (B.COM)

{Advanced Accounting & Auditing & Basic Statistics)  
Gujarat University, Gujarat

First Class



## Skills

Tender Preparation  
Problem Solving Skills  
Communication Skills  
Attention to Detail  
Computer Skills  
Data Management Systems  
Time Management  
Data Security and Confidentiality  
Proposal Submission  
Tender Documentation  
Government Tender  
Procurement Process  
Tendering / Bidding

## Languages:

Gujarati:	★★★★★
Native	
Hindi:	★★★★★
Working Proficiency	
English	★★★★★
Working Proficiency	