

CURRICULUM VITAE

ARVIND KUMAR PANDEY

B.TECH in Electronics & Communication Engineering with 6 years of experience in the area of IT-Software/hardware and Barcode Industry as a Bid Manager.

Contact Information:

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Carrier Objective:

Looking for a high-growth opportunity in the organization providing a good working environment Along with suitable opportunities of professional development and helping the company grow in whatever way I can through hard work and determination.

Professional Summary:

A Technical Professional with 6 years of experience in the area of IT-Software/hardware and Barcode Industry as a Bid Manager:

- Bid Management
- Government Sales, Bid & Lead Generation
- Effective Government Liaisoning
- Research Analysis
- Customer Success Management

Technical Skills:

● **Operations:** Application Software Deployment & RFID hardware installation, AMC of IT software and Hardware, Barcode, Printers, Biometrics, Customer Support, IT Solutions, Tendering, Prepare the online/offline tender bid, Co-ordination with all teams (Sales team, Purchase team, technical support, Operations Team) to process bid/Tender related activities and PO related process, Revenue generation on GeM business portal etc.

● **Operating System:** Linux, Windows (7/8/10).

● **Applications:** MS Office, MS Word, MS Excel.

● **Hardware:** Development and Integration.

● **Languages:** C programming for embedded systems.

● **Sales:** Empanelment with various Govt. Liaisoning with Govt. Departments for order Departments.

Co-ordination with all teams (Sales team, Purchase team, technical support, Operations Team) to process bid/Tender related activities and PO related process, Revenue generation on GeM business portal, Regular coordination with customers'-ordination and Price negotiation with OEMs.

Tendering: Prepare the online/offline tender bid, Search & Apply, Tenders Attend Pre-Bid meetings, prepare checklist & Technical documents Manage all aspects and stages of the bid.

Employment History (6 Years of Experience)

Duration : May 2021 to current
Name of the company : Bharat IT services Limited
Profile of the company : AMC Services for IT product, software, FMS, B2B server
Data center Banking sector AMC and product sales.
Designation : Business Development Manager

Responsibilities:

- Managing Business Development & Tendering of government Technology, Consulting & Procurement business.
 - Strategy Development and providing solutions to Government Business Environment.
 - Identification of Tender/RFP and Business Development activities Tender planning & Costing
 - Study of bidding trends in various government sectors PAN India.
 - Study of tender documents & summaries of important clauses having a techno-commercial impact while quoting.
 - Ensure proper site visits, and attending pre-bid meetings with clients.
 - Ensuring receipt of all necessary data/information in time from related sources while quoting and finalization of cost proposal for each bid.
 - Maintaining quality & accuracy in the preparation of tenders and Cost Controlling of Awarded projects.
 - In collaboration with other members of the project management team: identify, develop, implement and maintain regulations, processes, methodologies, and systems for the effective management of Technology & Consulting projects.
 - Develop and maintain project plans.
 - Provide advice and guidance on program and project management activities in accordance with service agreements and project documents.
 - Responsible for all payments follow-ups till final billing along with EMD & Security Money
 - Working experience with 20+ Government Clients.
- Technology & Product Bidding on GEM (Government e-Market).

Duration : July 2019 to April 2021
Name of the company : Best Barcode System Pvt. Ltd.
Profile of the company : Library Automation System, RFID, Barcode, Biometric, RFID Assets Smart Card Personalization, Intelligent Security System, Printers.
Designation : Business Development Manager /Tender Manager

Responsibilities:

- Managing Business Development & Tendering of government Technology, Consulting & Procurement business.
- Strategy Development and providing solutions to Government Business Environment.
- Identification of Tender/RFP and Business Development activities Tender planning & Costing
- Study of bidding trends in various government sectors PAN India.
- Study of tender documents & summaries of important clauses having a techno-commercial impact while quoting.
- Ensure proper site visits, and attending pre-bid meetings with clients.
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- Develop and maintain project plans.
- Provide advice and guidance on program and project management activities in accordance with service agreements and project documents.
- Responsible for all payments follow-ups till final billing along with EMD & Security Money
- Working experience with 20+ Government Clients.
- Technology & Product Bidding on GEM (Government e-Market).

Duration : Oct 2016 to June 2019
Name of the company : Ecartes Technology, Delhi
Profile of the company : Library Automation System, RFID, Barcode, Biometric.
Designation : Tender Executive

Job Responsibilities:

- Searching all Govt. /Pvt. Tender Inquiry Online / Offline.
- Functioned as Tender 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.
- 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 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.
- Download the tenders documents from the government department website i.e. E-procurement, N-procurement and Tender Wizards.
- Maintain the MIS for submitted previous tenders, tracking and following up of submitted tenders.
- Contacting authority or government for further clarification on tender.
- Read complete bid document to understand about authority need and our eligibility in the tender.

Professional Qualification:

- **B.E. (Electronics & communication Engineering)** from Hi-Tech Institute Of Engineering And Technology, Ghaziabad (U.P) with 1st Class (72%) in 2014.

Academic Qualification:

- **Intermediate** From G Singh A Singh A I C Muradipur Basti, U.P, with 1st Division (76%) in 2010.
- **Matriculation** from Ma Gayatri HSS N Dei Kaptangang Basti with 1st Division (64%) in 2008.

Certifications:

POST GRADUATION Diploma of 6 Months in Embedded System Design from CDAC Pune.

Personal Skill

Positive attitude and enthusiastic in team work.
Smart Working, Able to work under stress.
Self-confidence, Willingness to Learn.
Good verbal and written communication skills.
Ability to take decision, Ready to accept challenges.

Personal Details:

D.O.B.	: 17 June 1994 .
Gender	: Male.
Marital Status	: Married.
Languages Known	: English and Hindi.
Hobbies	: Travelling, Cooking.

I hereby certify that all information given above is true to the best of my knowledge.

(ARVIND KUMAR PANDEY)