

Resume-Tender Executive

SIBARAM PRADHAN

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CARRER OBJECTIVE:

Seeking a Challenging and Rewarding Position in a Progressive Organization with an Environment where in my Initiative for Personal and Professional Development will contribute to achieve the Goals of the Organization.

Summary:

- Highly aggressive and zealous to learn new areas.
- Have an ability to work within tight deadlines and stretch my-self accordingly. Also, I am self-motivator as well as team motivator, good team player.

Educational Qualifications:

	Name of School/College/Institution /University	Educational qualification	Marks obtained (%)	Year of passing
	WBBSE, West Bengal	10 th	56.50 %	1999
	WBBHSE, West Bengal	12 th	52.70%	2001
	Netaji Subhas Open University, Kolkata	Graduation (B.A-3 years)	51.50%	2017
	Comp_UI_Learn (Delhi)	EDC	69%	2004
	Nexus (Delhi)	DTP	60%	2006

Details of employment:

Work Experience							
Employer (including current employer)	Post held	From		To		Reason for leaving	
		MM	YY	MM	YY		
East -West Imports, Lajpat Nagar	Data entry operator	Aug	2004	Nov	2007	N.A	
Watertec Enterprises, Dr. Ambedkar Nagar,	Computer operator	Nov	2007	Jun	2008	N.A	
Airtech Cooling Process Pvt. Ltd, Faridabad, manufacturer, supplier of refrigeration Systems.	Computer operator/ office assistance.	Jun	2008	June	2012	N.A	
	Tendering work (Online/Offline) cum sales coordinator	July	2012	Dec	2016		
Goldwyn Limited, Noida, manufacturer, supplier of LED Lights & Fittings.	Tender Executive (Online/Offline)	Jan	2017	Till			

Technical Training:

❖ ASIAN PRODUCTIVITY ORGANIZATION (APO)

E-learning course on “KM for SME Top Management”

Duration : 16th Nov 2015 to 19th Nov 2015.

Location : New Delhi.

❖ BHARAT ELECTRONICS LIMITED (BEL)

“SRM” training for participating in E-tender

Duration : 25th April 2017.

Location : Ghaziabad.

A brief summary of major work relevant to the job (Roles & Responsibilities) :

- Collect tender from consultant, Tender Searching/tracking & tender filling.
- Responsible for Document preparation As per Tender requirement.
- Responsible for Timely Submission of tender Online / Offline.
- Responsible for timely Reply of Tender Queries.
- Responsible for Arrange to Attending Tender opening meeting/pre/Post Bid Meeting (Where ever required).
- On-Line Vendor registration for participating in On-Line tender or tender document downloading.
- System /E-Portal setting as per the requirement of On-Line Tender with JAVA setting for participating online tender.
- Participating in Reverse Auction
- Working experience on GeM Website
- Any other Tender Related work

A brief summary of work experience relevant to the job :

- Computer setting as per the requirement of
- Computer Handling (Doc. Exl. Power point, Photoshop & Internet etc.)
- Knowledge in Computer software install and uninstall.
- Best expert and fast work in any Internet work.

PERSONAL PROFILE

- Name of the Applicant : Sibaram Pradhan
- Father's Name: : Sudhir Chandra Pradhan
- Mother's Name: : Renuka Pradhan
- Date of Birth : 10th Feb 1982
- Gender : Male
- Nationality: : Indian
- Marital Status : Married
- Category : OBC-B (NC)
- Postal Address : H. No. 1213, Third Floor, Gali No. 13, Govindpuri,
Kalkaji, New Delhi-110019
- Permanent address : Vill-Dhususrda, P.O- Pratapdighi, Dist. East-
Medinipur. West Bengal, Pin : 721440
- Hobbies : Playing Cricket, Football, Ludo
- Languages known : English, Hindi, Bengali, Oriya.

DECLARATION

I declare that all the information given in my application is correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my removal/dismissal if I am appointed.

Place : New Delhi

Signature:

Date :