

## **Personal Information:**

Name: Kumar Amit

Father's Name: Kisto Goswami

Address: Plot No. 304, Shanti Kunj-2, Main Marutikunj Road Gurugram Hr-122102.

Mobile : +91 9599616459

Date Of Birth : 05.01.1990.

Place Of Birth : Munger, Bihar.

Martial Status: Married

Email Id: amit.iimg90@gmail.com

## **Objective :**

Experience of preparing the online and offline tender. Knowledge in GeM Portal and Railway Tender. Check all tender's from various tender portals like CPP Portal, E-tender portal, State portal and railway portal.

## **Education:**

PGDM from Indraprasth Institute of Management Gurgaon in 2011-13

Specialization: - Marketing and Finance with 68% Marks.

B.C.A from Sikkim Manipal University in 2008-11. With 61% Marks.

Specialization: Computer Application

12<sup>th</sup> from Bihar Board in 2004-06. With 59% Marks.

10<sup>th</sup> from Bihar Board in 2004. With 54% Marks.

## **Work Experience:**

**Company Name: HBL Power System Ltd (Delhi):-**

**Designation: Tender Executive- (Govt Sales-Railway and Telecom)**

**Worked: 07.07.2013 to 31.08.2018.**

**Product: Battery.**

## **Job Responsibilities Areas:**

- ❖ Generating Report on daily basics.
- ❖ Document Preparation for Tender.
- ❖ Tender Searching and Collect Document for tender.
- ❖ Prepare online and Offline Tender.
- ❖ Participate physically in technical and financial Bid.
- ❖ Handle to Payment Related Issue and submit physically bill copy.
- ❖ Collect physically to R-Note, Delivery Challan and BCDC for 95% & 100% Payment.
- ❖ Bill Submission for 100% and 95% as payment terms and conditions.
- ❖ Request for BG to Client after date of expiry.
- ❖ Request for EMD after close the tender.
- ❖ Maintain Excel Data sheet for Payment collection, EMD and BG.
- ❖ Maintain Excel Data sheer for tender enquiry and submission of Bid.
- ❖ Follow to various customer daily through mail and phone call for C-Form, BG and EMD.
- ❖ Follow to various customer daily through mail and call for payment.

**AASC Enterprises LLP**

**Designation: Asst. Manager Tender (Govt. Sales).**

**Worked from: 01.08.2018 to 01.08.2022.**

**Product: High Mast Systems light, Solar Street light, Octagonal and tubular pole, CCTV Camera and accessories, various types of Cable, Security Cabin and Security Equipment.**

**Job Responsibilities Areas:**

- ❖ Vendor Registration in various Govt. Department portal.
- ❖ Vendor Registration in GEM Portal.
- ❖ Vendor Assessment in GEM Portal.
- ❖ GeM Work: - Profile Management, Brand Listing, OEM Panel, Bid submission and Invoice.
- ❖ Search tenders from various government websites portal on daily basis.
- ❖ Tender Preparation and submission online/offline
- ❖ Prepare Bills of various Departments.
- ❖ Follow up payment.
- ❖ Follow to customer daily through mail and phone call for BG and EMD after expire.
- ❖ Preparing MIS weekly/Monthly Reports.

**Imperial Life Science Pvt. Ltd.**

**Designation: Asst. Manager Tender (Govt. & Pvt. Sales).**

**Working from: - 07.08.2022.**

**Product: RT PCR Kits, RNA Extraction Kits, RT PCR Machine, RNA Extraction Machine, Sequencing machine. Pippin HT, Quantrix, Solentim, Affymetrix and NGS.**

**Job Responsibilities Areas:**

- ❖ GeM Work: - Profile Management, Brand Listing, OEM Panel, Bid submission and Invoice.
- ❖ Search tenders from various government websites portal on daily basis.
- ❖ Tender Preparation and submission online/offline.
- ❖ Sales and Service Support.
- ❖ Prepare quotation for service and product.
- ❖ Prepare technical compliance.
- ❖ Prepare order dispatch and dispatch tracking.
- ❖ Invoice generation and order tracking.
- ❖ Follow up payment.
- ❖ Follow to various customer daily through mail and phone call for BG and EMD after expire.
- ❖ Prepare Commercial quotation for product and services.
- ❖ Maintain excel data for services report.
- ❖ Request to mail for new proposal for services and product.
- ❖ Preparing MIS weekly/Monthly Reports.