

EDUCATION

MBA

From Manipal University, Jaipur

02/2023 - Present,

Jaipur

Courses

- Business Analytics & DataScience

Bachelor of Arts

From IGNOU

04/2018 - 09/2021,

J.B.T

From Sai Mohan College of Education

04/2015 - 09/2017,

Faridabad

Computer Science Diploma

From khazani women's vocational institute

06/2014 - 12/2016,

Faridabad

12th

From CBSE

05/2014,

10th

From CBSE

08/2012,

WORK EXPERIENCE

Incharge of Pre Primary Wing

Footprints School, Faridabad

07/2018 - 07/2021,

Faridabad

Achievements/Tasks

- Train the students with the information and practices that are required for kindergarten.
- Have distinct reports on each child to communicate with the parents.
- Leading and Managing staff

Tender Manager

M/s I Rays Medtech Solutions Pvt. Ltd., Gurgaon

08/2021 - Present,

Gurgaon

Achievements/Tasks

- Responsibilities of Tender & Costing., Q.P & T.P, Data Analysis, Project Management, PPT Presentations, Government Project Coordination, Client Meeting, scope of works, Prepare all the Documents of Tender and Bids, Proficiency on GeM Portal.
- Coordinate, plan and gather bid submission documents for tendering/bidding activities, Tender Questionnaires and Pre-qualifications, checking the feasibility for qualification, financial criteria, preparing presentations, Informationsto top management to get approval for bidding, Assists in the preparation of initial tender documentation and coordinates obtaining the required approvals, Compiles and maintains a list of qualified vendors.

SKILLS

BIDDING, INSIDE SALES, GEM, E-TENDERING, TENDER DOCUMENTATION, MS EXCEL, MS WORD, Power Point, Google Sheet

LANGUAGE

HINDI, ENGLISH

Professional Working Proficiency

INTERESTS

Volunteering

Reading

Dancing