

CURRICULUM VITAE

Career Objective:

To reach at responsible and required position in an organized company using my skills preservice and hence competently contribute in the progress of the organization.

CURRENT PROFILE

- Worked as Tender Executive –Tender Department at Shree Pharma From 13th February, 2018 to till date

Past experience

- Worked as a Data Entry Operator in OCS Group of India Pvt Ltd. From 12th Nov, 2014 to 28th March'2016.

Key Responsibilities

- Preparation & Completion of Company Registration in Various Institutions Govt.
- Preparation of Price Quotation for various Institution like Corporate Hospital etc.
- Preparation of Tenders for Government / Semi Government /Private Hospital / Corporate Institution / Hospital (Preparation of Technical & Price bid)
- Keeping important tender documents along with L1 rates data sheet for bidding purpose.
- Scheduling of Tender as per due dates.
- Coordination with MD office,Marketing and Sales Department , Account Department for various Tender Documents purpose .
- Coordination with Field Staff.
- Rates and Documents Follow up with Clients and Rate Negotiation.
- Daily MIS Report (Attendance Report, Maintain File & documents , Goods Tracking Report , Inward & Outward Register Maintain)

NAME

ASMITA TULSHIDAS
CHAVAN

CONTACTS: 8828724714

1208, 12th Floor, Shree
Ganesh sai CHS,
Bhoiwada,Parel,
Mumbai-400 012

Email:

Chavantasmita1994@gmail.com

PERSONAL PROFILE:

Father's Name : Tulshidas G.
Chavan

Date of Birth :18th Feb. 1994.

Sex : Female..

Nationality : Indian

Marital Status : Single.

Languages Known: English,
Hindi, Marathi.

HOBBIES:

Reading, Listening
Music.

Educational Qualification:

Exam Passed	School/College	Board/ University	Passing Year	Class
S.S.C	Navbhart Vidyalyay	MSBSHSE Mumbai	March' 2009	49.08 %
H.S.C	Dr. Ambedkar College	MSBSHSE Mumbai	October' 2013	39.33 %
B.com	Dr. Ambedkar College	Mumbai University	April ' 2017	53.57 %

Additional Qualification

- Having the Knowledge of
1. MS – Word , MS- Excel , Outlook ,
Internet Sufring , Sending and Receiving Mails.
 2. Well Verse Knowledge of Excel & Word
 3. English Typing Speed 30/ 40 w.p.m.
 4. Marathi Typing Speed 30 w.p.m
 5. Certification in MS-CIT.

Declaration:-

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date:

Place: Mumbai.

(ASMITA CHAVAN)