

## **CURRICULAM VITAE**

### **Amit Kumar Singh**

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### **CAREER OBJECTIVE**

Desirous to build career in a reputed business house with proficiency in the field of Tendering Works. Interested to work in an organization, which provides an opportunity to its employees to grow professionally, as well as personally along with the organizational growth & success.

### **OVERALL EXPERIENCE**

- Dynamic professional with 13 years of experience in Tendering Documentation, E- Bid for E&I Projects, O&M Projects, PSU Sector Tenders, Indian Oil, BHEL, NTPC & GeM Portal. Proficient in arranging documents as per tender requirement and selecting tender from the leading newspapers and website.

### **EMPLOYMENT HISTORY**

#### **1. M/s. Aanuj Infraprojects Pvt. Ltd. Tender Manager (June, 2007 to Present)**

- Online & Offline Tender Search from various Sites.
- Review bid proposals and alter them until both the company and client are satisfied.
- Negotiate with clients to get bids down to reasonable offers.
- Online & Offline Tender submissions alongwith clarifications responses as per Tender Conditions.
- Getting /Procuring Digital Certificates for ONLINE Tenders Participation.
- Excellent knowledge in Preparation of Tenders & Procedures / Bidding and submission of Tenders.
- Uploading/Submitting the Documents (General/Technical/Commercial) in the ONLINE Platform.
- Attending the tender opening and Pre-bid meeting when required.
- Liaison with Govt. Department for Vendor Registration, Approvals and Renewal.
- Submitting documents for getting new registration as approved vendor.
- Coordinates with sales teams to capture customer requirements and determine sales strategy.

- Assesses source of internal data required for RFPs/RFIs and coordinates with content contributors to consolidate inputs in a timely manner.
- Leads and facilitates meetings with key stakeholders, including senior level management, for proposal development input and assessment of feasibility and viability of proposed solutions.
- Work on GeM Portal for Tendering.
  - ❖ Registration of Company, Catalogue & Category Creation.
  - ❖ Bid Participation, Invoice Creation and Order Processing works.
  - ❖ Creation of Incidence & Transaction fees etc.
- Preparation and submission of different types Bank Guarantee's like Bid security and performance Bank guarantee's. Meticulously following for getting back the BGs & DDs.
- Co-ordination with the Tendering authority on all tender schedules alongwith Earnest Money Deposit return receipts, Bid evaluation etc.
- Performing End to End Tender Management during all online and offline participation.
- Preparing the Tender Comparative Statement.
- Preparing the Proposals (Technical & Commercial).
- Compliance and compilation of all the documents required for submission of tenders.
- Preparing all types of Purchase Order, Work Order & Bills as well as other work for office use on MS-Office & MS-Excel.

**2. M/s. Banka Constructions**  
**Tendering Assistant (December, 2006 to May, 2007)**

- Online & Offline Tender Search from various Sites.
- Preparing all types of Purchase Order, Work Order & Bills as well as other work for office use on MS-Office & MS-Excel.
- Preparing the Tender Comparative Statement.
- Performing End to End Tender Management during all online and offline participation.
- Liaison with Govt. Department for Vendor Registration, Approvals and Renewal.
- Procuring Digital Certificates for ONLINE Tenders Participation.
- Preparation of EMD and Bank Guarantee Statement.

**3. Arya Higher Secondary School Pratappur (U.P.)**  
**Teacher (July, 2003 to May, 2006)**

- Assisted the teaching staff of South Boston Elementary School by preparing lessons in English and Accountancy.

- Corrected assignments and provided reports to each teacher on the grades achieved by each class.
- Assisted course tutors in the preparation of lessons for individual tutoring sessions.
- Co-ordinate presentations and demonstrations as part of the teaching curriculum.

### **Educational Qualifications**

- **M.Com** with Second Division in 2004 from Avadh University Faizabad (U.P.).
- **B.Com** with First Division in 2002 from Avadh University Faizabad (U.P.).
- **H.S.C.** with Second Division in 1999 from U.P. Board.

### **Technical Qualification**

- **"DISM"** (Diploma in Information & System Management) from "APTECH COMPUTER CENTER" Sultanpur (U.P.).
- **"PGDCA"** (One Year Computer Diploma) from Kamla Nehru Institute Sultanpur (U.P.).
- Good Command over MS-Office.
- Knowledge of Internet.

### **Special Interest**

- Reading Books.
- Playing All Indoor & Outdoor Games.
- Listening Old Songs.

### **Personal profile**

- Date of Birth : 06<sup>th</sup> January 1982.
- Gender : Male
- Languages Known : English, Hindi, Marathi.

I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**(Amit Kumar Singh)**