

CURRICULUM VITAE

Satish Kumar.s

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CARRER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SUMMARY

Dynamic professional with 6 + years of experience in Tendering Documentation, E- Bid. Proficient in arranging documents as per tender requirement and selecting tender from the leading newspapers and website.

ORGANIZATION

- Since August 2017: M/s KK Allianze. As Tender Executive.

Profile

- Functioned as Tender Executive and arranging documents as per Tender Requirement
- Excellent knowledge in Preparation of Tenders & Procedures / Bidding and submission of Tenders
- Uploading/Submitting the Documents (General/Technical/Commercial) in the ONLINE Platform
- Getting /Procuring Digital Certificates for ONLINE Tenders Participation.
- Attending the tender opening and prebid meeting when required.
- Selecting Tender from departments like Medical Education, District health and family welfare services, Karnataka state medical supplies corporation limited and the leading news Papers & Web sites
- Preparation of EMD and Bank Guarantee Statement.
- Preparing the Tender Comparative Statement
- Preparing the proposals (Technical & Commercial)
- Preparing Quotations for various medical colleges and research institute.
- Follow-up with the production Dept. about the material dispatch.

Achievements and Awards

- Got Vendor Approval from various medical colleges and Govt hospital, without any help to submit online bid.
- Achieved the percentage hit list of Tenders up to 70%.
- First employee to receive Employee of the month award and received for two times.

Skills

- Organizational Skills, Interpersonal communication, Project & Time Management, Team Work, Independent Working and Leadership
- Knowledge with Microsoft office kit – MS Excel, MS Word.
- Paperwork and documentation creation, Evaluation, Compliance etc..

Education

- B.com: Seshadripuram First Grade College with 73% from Bangalore University.
- PUC: Sri Jagadguru Renukacharya Pre-university College with 77% from Pre university education board.
- SSLC (10TH): Karnataka Educational and cultural society with 67% from Karnataka secondary education examination board.

Personal Profile

Date of Birth : 16-July-1997

Father Name : Subramanyam.C

Languages known : English, Kannada, Tamil, Telugu& Hindi

Hobbies : Playing cricket, Carom Board, listening Music, Bike Racing, exploring different kinds of places.

Nationality : Indian

Declaration

I do hereby confirm that the above information stated is true and correct to the best of my knowledge.

Date:

Place:

SATISH KUMAR.S