

Pratiksha Vikas Doshi

Sion (W), Mumbai

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OBJECTIVE

To be placed in a responsible position of a company where I can utilize my skills and knowledge for attainment of its goals and prove myself as a valuable asset. I would strive hard for the growth of the organization, which in turn contributes to my personal growth.

TECHNICAL SKILLS

- 1) MS-CIT Passed with 70%
- 2) Tally ERP 9 Passed with 'B' Grade.

EDUCATIONAL QUALIFICATION

M.Com(Master of Commerce) (2017)

From: Mumbai University

Average Percentage •60.00%

B.A.F.(BACHELOR IN ACCOUNTS AND FINANCE from Vidyalankar School of Information Technology, under University of Mumbai.) (2014)

From: Mumbai University

Average Percentage •66.03%

Class XII (2011)

From: Maharashtra Board

Percentage •75.00%

Class X (2009)

From: Maharashtra Board

Percentage •87.00

WORKING EXPERIENCE

ORGANIZATION NO. 2: M/S. ASHAJYOT MERCANTILE PRIVATE LIMITED (MAY 2024 TO MAY 2025)

Senior Tender Executive

My Roles and Responsibilities:

1. Identifying tender opportunities and preparing and submitting tender documents.
2. Working on GEM and IREPS PORTAL, MSTC, IBBI, EPROCURE, MJUNCTION, OL AUCTION/ E-NIVIDA

3. Reading the tender document and preparing a list of documents for submission of tender.
4. Preparing annexures and format required for tender as mentioned in the tender document.
5. Coordinating with various departments to gather necessary information.
6. Ensuring compliance with tender requirements and deadlines.
7. Monitor the tender evaluation process and follow up for updates or clarifications.
8. Participate in reverse auction.
9. Create and submit quotations as per client requirements.
10. Applying for vendor registrations

ORGANIZATION NO. 1: M/S. NMC INDUSTRIES PRIVATE LIMITED (NOVEMBER 2016 TO MARCH 2023)

Assistant Tender Coordinator

My Roles And Responsibilities:

1. Purchasing bid documents online as well as physically.
Searching And Downloading Of Tenders (Government- RAILWAYS, IFFCO, RITES LTD, NTPC LTD, CONCOR, GSECL, MRVCL And Private Companies- HIND TERMINAL PRIVATE LIMITED, BRIDGE AND ROOF CO INDIA LTD, GMR and sharing them with respective officials.
2. Payment of tender fees.
3. Preparing checklist on the basis of requirements of tender documents.
4. Arranging and consolidating documents as per tender requirement.
5. Preparation of tender documents and procedures of bidding and submission of tenders.
6. Uploading/submitting the documents (general/technical/commercial) on the respective online portals.
7. Maintaining records of all the tenders, pre-qualification, purchase orders and contracts in excel file for tracking their status and taking required actions as and when required.
8. Participating in online auctions.
9. Checking online rfq/rfi/tenders which have been floated by clients.
10. Applying for vendor registrations by submitting requisite documents for being registered as approved vendors.
11. Receipt of daily e-mails and forwarding it to respective officials or clients and maintaining e-mail file by sorting and distribution of received e-mails and following up on their responses.
12. Drafting of correspondence letters depending on the events or details to be communicated through internal correspondence i.e. to employees, departments, branches or units or external correspondence to existing and prospective clients, suppliers, government offices, etc. through e-mail or courier as required.
13. Preparation of quotations and sending the same to parties and serially filing them as per quotations numbers.
14. Following up on all the correspondence work of office.
15. Reviewing the submission of quotations/correspondences prepared by team members.
16. Maintaining registration file of RDSO, ISO, NSIC certificates & other certificates and digital signatures issue and renewal dates.
17. Voucher entries.
18. Sales and purchase entries.
19. Managing travel and hotel bookings.
20. Maintaining filing.

EXTRA CURICULAR ACTIVITY

- English Typing (30 Wpm) in the year 2014
- Marathi Typing (30 Wpm) in the year 2014

PERSONAL INFORMATION

- Date of Birth : 06-02-1993
- Languages : English, Marathi, Hindi, Gujarati

LEISURE INTERESTS

- Listening to music.
- Surfing internet.

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

PLACE: **MUMBAI**

PRATIKSHA DOSHI

