

MOHIT KR.

SHARMA

(TOTAL WORKING EXPERIENCE OF
4.6 YEAR)

Postal Address:

KH-790 kushak no.2 Kadi Pur Delhi-
110036

Contact No.:

Mobile:-9015919270

E-Mail Address:

ms40786@gmail.com

Personal Detail:-

F's Name : Sh .Swaminath

M's Name : Smt. Vijay Laxmi

Date of Birth : 7th July 1992

Sex : Male

Nationality : Indian

Marital Status: Married

Hobbies:

- Playing Cricket.
- Listening to music
- Internet surfing

Languages known:

- English.
- Hindi.

Skills:

- Tender Searching
- Tender Preparation
- Vendor Registration
- E-Tendering
- Bid submission
- Contract Management
- Payment Follow Ups
- Maintaining Records & Filing
- Business Development
- Sales
- R&D
- ISO

CURRICULUM VITAE

Career Objective:

To improve my knowledge skills in every aspect of my professional life and use these skills for the benefit of the organization.

Key Skills :

- Ability to implement new concepts with Ease.
- Can work effectively in team, as well as individually.
- Highly adapted to learn new views/ideas/technologies.
- Quick Learner and Team Player.

Education :

- 10th passed from CBSE Board (2009)
- 12th passed from CBSE Board (2011)
- Graduated (B.C.A.) from IGNOU (2016)
- Pursuing Post Graduation (M.C.A.) from IGNOU
- Completed 'A' level from DICS(Delhi institute of computer science)(2014)
- Project development in Asp.net with C# at CPD(centre of professional development)(2014)

Working Experience :

- Currently working in **Absolute Quality Certification (P) Ltd.** as a **Tender Manager** for **February 2016 to present.**
- 1 year experience in **Acmas Technologies Pvt Ltd.** as a **Tender Executive** for **April 2015 to February 2016.**
- 3 year experience for as an **Tender-Executive/Office Coordinator** in **Swastik Technocast Limited/Padmini Industries Limited .(February 2011 to March 2015) (Group of Companies)**
- **Job Responsibilities:** Handling contracts documentation and client follow up in turn-key projects for power distribution companies dealing with Telecommunication, Networking, ISO, IT, HRMS etc thereof. Fulfilled the bid documentation, tender preparation, Vendor Registration, Registration on various E-tendering portals, billing documentations, logistic documentations, installation /completion documentation, and payment and taxation documents during the entire contract cycle minimizing the risk component and optimizing recovery period. Process the application of ISO Certifications and providing Consultancy of ISO.
- **Projects:** BHEL, IOCL, DRDO, NSIC, AIMS, ARMY ETC in Telecommunication, Networking , IT,ISO etc.

Strengths:

- *Positive Attitude*
- *Confidence*
- *Self-Motivation*
- *Punctuality*

Computer Proficiency :

- Technical and Software knowledge with advance troubleshooting.
- MS office, Windows, Linux etc
- C,C++,JAVA,C#, HTML 5,CSS, etc.

DECLARATION:

I, hereby, conclude that all the above-mentioned information is true to the best of my knowledge and belief.

Date:

Place: New Delhi

(Mohit Kr. Sharma)