

Resume

ANUPAMKANJI

CONTACT

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instagram



• Date of Birth: 27/01/1988



PROFILE

Office Project & Marketing & Tendering Manager of CP division with over 6+ years of experience providing administrative support to procurement team.

- Possess strong multi-tasking skills, with ability to simultaneously manage various projects and schedules &
- E-Tendering core professional.

EDUCATION

Schooling from Ramakrishna Mission

- Siksha Mandir. (70%)
Bachelor in Media Science from Pailan College of Management & Technology. (54%)
- Master's CHM "O" Level from NIELIT Jadavpur University(Masters') and Banking Business Facilitator from CMI (A-Grade)

KEY

MS Office Suite

WPM: 30

Hard Core Marketing &

Tendering Systems in

E-procurement.

Problem Solving

Team Leadership

AWARDS

EMPLOYEE OF THE MONTH

December, 2018

Express, HCT.

CERTIFICATIONS

Central Institute of Plastic
Engineering & Technology, Haldia

Computer Peripherals, Code:
ELE/Q4601

PROFESSIONAL

*** **ALPLA 22.04.2013 to 25.09.2015. (Procurement & Tender Assistant)** <https://www.alpla.com/en/india>

- Managed schedules, organized Tendering & marketing, and oversaw daily operations of office with various clients.
- **Specialized in TENDERING" Like Govt.E pro, Vizag Steel, MSTC e pro, MECON India , Tata, RINL, IOCL, BPCL, HPCL, INDIAN RAILWAY, GAIL, IFFCO, NTPC, DVC, ONGC, SAP PORTAL, M- JUNCTION, Thermax, M.P Power ETC. ****
- **VARIETY VYAPAAR PVT. LTD(Tendering Head)** 13.11.2015 to 09.08.2021 (Tender manager) Having 8 Team members.
- Currently working at "**EXCELLIS IT PVT. LTD u u (06.09.2021 to Till Date.....**

Last 6 years' experience in tendering documentation and submission process as well as consultant of various company for tender execution process. Specialist in "MINING (SAND) and IT Industry TENDER.

Simple Functions / **GEM PORTAL /E-Procure/ SAB Portal/FOREWARD AUCTION/ REVERSE AUCTION EXPERTISE & Tendering Documentstion.**

- Prepared daily, weekly, and monthly reports, and updated calendar of e-procurement with clients like Essar oil & Gas, AdaniEssar Steel, IOCL, Petro net LNG, Thermax, Karnataka Power, Vizag Steel& many more, for E-Tendering engineering services . Manufacturing, Infrastructure, IT, Medical, Pollution etc.
- "Successfully navigated and secured a government tender, demonstrating meticulous attention to detail and adherence to compliance standards, resulting in efficient and cost-effective procurement processes."
- Expertise in documentation making for Tender submission as well as Expert in Vendor Registration # in various companies