

CURRICULUM VITAE

Deepa S. Chandravanshi .

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OBJECTIVE

To take up a challenging career and grows with honesty, loyalty, good relationship, and best performance and translate my experience, knowledge, skills, and abilities into value for an organization.

Academic Qualification:

Level	Education Intuition	Year	Division
Graduation (B.M.S)	Tilak college of science & commerce(Mumbai University)	2019	B+
H.S.C	Oriental Education Society	2016	67.23%
S.S.C	Sudhagad Education Society's (Maharashtra State Board)	2014	62%

KEY SKILL

- Ready to take responsibility
- Sincere, Punctual, Co-operative
- positive attitude, good team spirit and hard working capability

COMPUTER PROFICIENCY

- Tally ERP.9 basic knowledge
- MS.OFFICE (EXCEL, WORD, POWER POINT)
- Good Working Knowledge In Internet

WORK EXPERIENCE

- Working In Excellent Projects (I) Pvt. Ltd.As An Assistance Since 2019 July To Till Date.

DUTIES :

- Handling tender search, E Tendering, Bidding, Online Tender search or government website, downloading specific tenders.
- Studying Tender / Bid Documents.
- Prepare Tender Documents (manual tender documents & online tender procedure) for Government sector and complete successfully.
- Make the tender bids ,gather all required documents and ensure alignment to deadline.
- Gathering for all PQR documents.
- Follow up to check if documents have reached the company.
- To prepare and review tender document..

PERSONAL PROFILE

Date of Birth : 26th March 1997.

Marital Status : Unmarried

Hobbies : Listening music, Dancing, Rangoli Making, Crafting.

Languages Known : English, Hindi, Marathi.

I hereby declared that all the above details are true and correct to the best of my knowledge.

Date-

Place- Navi Mumbai