

Curriculum Vitae – Shalini Gupta

CAREER GOAL

- To work in an organization that would give me an opportunity to utilize my potential to the optimum level while giving me a chance to learn and employ skills in best of the work cultures. I intend to learn from opportunities and challenges coming along my professional career and use them for enabling myself to shoulder more organizational responsibilities.

PERSONAL DETAILS

Date of Birth : 24/12/1992 **Marital Status :** Married
Sex : Female **Nationality :** Indian
Father's Name : Mr. Pawan Kumar Aggrawal

CORRESPONDENCE

Address: Nasrat Pura Ghaziabad
E-mail: ankushtradersindia@rediffmail.com
Mobile: 08586891233

ACADEMIC QUALIFICATION

Degree	Year	Institute/ University
CBSE (X Std.)	2010	(CBSE Board)
CBSE (XII Std.)	2012	(CBSE Board)
B.A	2017	University Of Delhi

INTERNSHIP & EXPERIENCE

1. **Akash Electronics:** As a Office Assistance cum Tender Executive (26/09/2017 to 26/11/2019).

JOB DESCRIPTION

- Tender /Gem Bid Searching
- Bid Preperation-Technical Bid & Price Bid
- E- Teaching
- E- Bidding
- Reverse Auctions
- Live Auctions
- Vendor Registration for limited tenders

2. **Fair Deal Electric Company :** Handling Gem Portal and act as Tender Executive (5/7/2021 to 23/8/2022)

JOB DESCRIPTION

- Tender /Gem Bid Searching
- Bid Preperation-Technical Bid & Price Bid
- E- Teaching
- E- Bidding
- Reverse Auctions
- Live Auctions
- Vendor Registration for limited tenders

3. **Vgyaan Smart classroom Solutions:** As a Sales executive and Handling GEM Portal (3/10/2022 to 21/5/2023)

JOB DESCRIPTION

- Calling on indiamart data and generate leads
- Do Follow ups and convert it into sales
- Taking customers queries
- Tender /Gem Bid Searching
- Bid Preperation-Technical Bid & Price Bid
- E- Teaching
- E- Bidding
- Reverse Auctions
- Live Auctions
- Vendor Registration for limited tenders
- Tracking status of Tender /Bids offers
- Well versed with document controlling.

ACHIEVEMENTS AND CO-CURRICULAR ACTIVITIES

1. Have been a member of various cultural and sports activities in school.
2. Participated in various college making and painting competitions in school.

COMPETENCIES & SKILLS

- Patience
- Communication
- Positivity
- Adaptability
- Proficient in MS Word; MS Excel & MS Power Point
- Keen Learner: Strong urge to acquire new information and skills
- Responsibly handle the task given to achieve the desired results
- Team Work: Ability to work in a group

HOBBIES

Reading, Travelling

LANGUAGES KNOWN

English
Hindi

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Date: Signature

Shalini Gupta