

**Meenakshi Koli**

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## Objective

**I want to implement my knowledge & to secure a distinct position in the progressive and prestigious organisation, where my skills are utilized in a best way with a scope of learning, innovation and all-round career development.**

### **PROFESSIONAL SUMMARY**

**Office Stag Solutions Pvt Ltd Company as Gem Executive in sales department last 1 year as Gem Tender Executive. (2023-2024)**

- Gem bidding, Product upload, Reverse Auction, Order Acceptance, Dispatch Status upload, Gem-invoice generate, payments etc.
- L1 Purchase
- Create a new id of GEM for seller and buyer
- Handle Tender CPPP Portal

### **WORK HISTORY**

**My total experience is 5 years. Currently working on Gem Portal (Govt. E Marketplace).**

**Good knowledge of Gem as a seller and also as a buyer cum Sales Coordinator. (2019-2022)**

- Gem bidding, Product upload, Reverse Auction, Order Acceptance, Dispatch Status upload, Gem-invoice generate, payments etc.
- L1 Purchase
- Operate OEM Panel.
- Create a new id of GEM for seller and buyer.
- Source the new products
- Making E-Way bill
- Preparation of quotation, Performa invoice, orders Execute and dispatch.

### **EDUCATIONAL QUALIFICATIONS**

- **Graduation** from University College of Delhi (Delhi School of Open Learning University) **2012**.
- **Senior Secondary** Education from C.B.S.E **2008**.
- **Secondary** Education from C.B.S.E **2006**.

### **PERSONAL DETAILS**

Father's Name : Lt. Sh. Nannumal  
Sex : Female  
Date of Birth : 22, 06, 1991  
Marital status : Single  
Languages Known: English & Hindi

Present Address: S-5/9, Budh Vihar Sharma Colony Phase -1

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## **DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge.

**Date:**

**(MEENAKSHI KOLI)**

**Place: New Delhi**