

BIJAL NAYNAK

CONTACT ME



+91 8999280430



bijaljadhav1994@gmail.com



Upper Indiranagar, Pune-411037

PERSONAL DETAILS

- Date of birth Mar 26, 1994
- Gender Female
- Nationality Indian

LANGUAGE

- English
- Marathi
- Hindi

SKILLS

- MSCIT
- MS-EXCEL & MS Word
- Data Verification
- Bid Management
- Accuracy and Quality Control
- Data Entry
- Communication
- Team Collaboration
- Time Management

EDUCATION

Bachelors of Statistics

College	Modern College
Year of Passing	2015
Percentage	71%

HSC Class XII

College	SNDT College
Year of Passing	2012
Percentage	61.7%

SSC Class X

School	Hujurpaga Katraj Secondary School
Year of Passing	2010
Percentage	85.09

WORK EXPERIENCE

1 point 1 Solution Private Lim.

(Senior Data Research Executive)

NOV 2021 - Present

- Researched and identified companies participating in construction project bids.
- Collected and verified company details, including contact person information, and maintained accurate records in the CRM.
- Updated the CRM with bidding companies and their submitted bid amounts after the bidding phase.
- Managed the post-bid process by arranging bid amounts in ascending order for comparison and evaluation.
- Supported the bid evaluation process by identifying the lowest bidder and updating the CRM with the awarded company details