



JAYANARAYANAN PS

TENDER SPECIALIST (BUSINESS DEVELOPMENT DEPARTMENT)

Contact

Address
Mansoura, Doha, Qatar

Visa Status
Qid with Noc & Qatar
Driving License

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974-55359283

E-mail
Jayanarayanan.a8@gmail.com

Skills

- Documentation and control
Advanced
- Excellent multi-tasking ability
Advanced
- Clerical support
Advanced
- Office administration

Detail-oriented and articulate Tender professional highly adept in optimizing team performance aligning diverse agendas opportunity identification. Possesses excellent leadership and communication skills with strong work ethic and drive for successful results.

Work History

- 2013-05 -
2021-03

Tender Specialist

European Guarding and Security Services, Doha Qatar

 - Experience in preparation of tenders
 - Assists in facilitating the evaluation of proposals and bids for submission
 - Examining tender documents, the scope of work, determining qualifications, and financial criteria, making presentations, risk matrix, and providing information to top management to obtain bidding approval.
 - Review of any potential list price increases on existing contracts and quotes
 - Compilation of tender documents i.e. ability to draft plans, policies, procedures and ensure that all mandatory documents are updated
 - Attend tender briefing meetings. Maintain accurate records electronic copies of completed documents
 - Assists in maintaining and monitoring all contractual records, including all documentation related to contracts
 - Assists in administering the tendering process for goods and services on behalf of the Project Implementation Team, including vendor communication where requested.
- 2005-12 –
2013-02

Cleaning Supervisor

Qatar International Trading& Investment Co, Doha

 - Oversees several project sites and their team of cleaners and cleaning tasks
 - Supervises cleaners to carry out their work
 - Inspects the work area cleaned by cleaners
 - Mentoring employees through personal & professional issues
 - Manages work schedule of cleaners and reallocate work to cover absences.
 - Checking rooms and common areas, including stairways and lounge areas, for cleanliness

Advanced

Expense reporting



Advanced

Credit and collections



Advanced

Languages

To Read & Write : English,
Hindi & Malayalam

To Speak : English, Arabic,
Tamil & Hindi

Personal Profile

Date of Birth: 21-May-1981

Education & Training

2015	DIPOLMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT (Sted Council)
2018	7 Days CRM Course attended for Came Centre For Training & Consulting Qatar
2002	ITI Wireman (Technical Education Kerala)