

RAJ RUPAREL

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Toronto, Ontario

Professional Summary

- Proven track record as a dynamic Proposal Coordinator and Bid Specialist for 5 years.
- Excel in navigating Request for Proposal (RFP) / Request for Quote (RFQ) in traditional as well as e-procurement methods.
- Coordinated and managed comprehensive proposal development processes.
- Crafting compelling, competitive and compliant proposals that exceed client requirements.
- Detail-oriented and deadline-driven professional with a record of delivering high-quality proposals.

Accomplishments

- Developed and submitted **300+** proposals within tenure of **5 years**.
- Awarded *Employee of the Month* for submitting **16** RFPs in a month and technically qualifying in all the bids.
- SGC's potential client-reach increased from **3 to 35+** and its turnover hiked **300%** during the tenure period.
- Recognized for winning a company-wide competition for creating the tagline: **"Embracing Techniques, Creating Wonders."**

Skills

- MS Project, Excel, Word, PowerPoint, Outlook.
- Experienced in Strategic ERP (CMS)
- Jira Software, Confluence, Trello.
- Basic Knowledge of Adobe InDesign-Adobe Suite.
- RFP Analysis, Proposal Development.
- Traditional and E-procurement.
- QA/QC & Deadline Management.
- Lean, Agile, Waterfall Methodology.

Work History

Paragon Inc - Sugar Wharf Condominium - Menkes

Jan 2023 - Present

Shift Supervisor

- Worked as a shift supervisor in a residential site to ensure that the condominium safety and emergency procedures are followed in response to fire alarms and other site emergencies.
- Operated Portege Access Control and Condo Control Software efficiently.

SGC (Shree Ganesh Corporation)

Oct 2015 - Nov 2020

Proposal Coordinator / Bid Specialist

- Coordinated proposal development process from start to finish, including research, writing, editing, formatting, and finalizing.
- Proposal development process- bidding- contracts monitoring- proofreading- shortlisting comparisons, proposal content writing, addendums and tender recommendation reports, technical- commercial evaluation presentations.
- Delivered comprehensive bid proposals for industrial, commercial, residential and other specialized infrastructure projects and qualified technically as well as commercially.
- Oversaw external bidding platforms, managing opportunities for private and public sectors at the national level.
- Collaborated with regulatory agencies, municipal bodies, and clients alongside senior staff, employing superlative written and verbal communication techniques.
- Created content across diverse channels, that includes written, graphic, and video content, meeting stringent quality standards and project deadlines.
- Procured documents, template, resources, and assisted in hiring, onboarding and training process.
- Was lead of presentations, e-newsletters, and other internal and external communications with stakeholders.
- Performed client development activities, competitor analysis and lessons learned activities for optimal results.
- Assisted in identifying potential clients and vendors and facilitated the empanelment process to enhance prospects.
- Collaborated with cross-functional teams, including sales, engineering, and project management, to gather essential input and content for high-quality, winning proposals.
- Maintained and updated corporate profiles, project information, key staff resumes, and client testimonials efficiently.

V-Create Architects

Nov 2014 - Sep 2015

Junior Site Engineer

- Undertook planning, engineering design work and supervised construction activities.
- Ensured all designs and drawings are properly documented and verified.

Certifications

- Certification Certified in International Trade Diploma (FITT).

Education

- **Graduate Certificate: International Business Management** **05/2022**
Durham College. Durham, ON
- **Graduate Certificate: Project Management** **04/2021**
Conestoga College. Kitchener, ON
- **Bachelor of Engineering: Civil Engineering** **05/2014**
Gujarat Technological University, Lukhdhirji Engineering College. Gujarat, India