



TILAK RAJ SAHU

H.N. 1038/4 yadav colony jabalpur MP 482001

rtilak943@gmail.com

8819891621

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

19-01-2019 - *Still working*

Nipani infra and industries Pvt Ltd jabalpur

Purchase Executive

1. Participation in making procurement management plan, Expediting management plan, logistics and keep track compliance for audit purpose.
2. Well known in reviewing the ITP Documentation for completeness, content, and comprehension of scope of work.
3. Major participation in sourcing, vendor qualification, preparation vendor database, floating RFQ, dealing with TQ's raised by purchaser/supplier, Technical and commercial bid evaluation, Negotiation and release of purchase order understood the basics of recent inco terms.
4. Documented the requirements of vendor documents

Education

2012

Model high excellence school jabalpur

10th

83.17

2014

Model high excellence school jabalpur

12th

82

2018

Gyan ganga institute of technology and sciences jabalpur

B.E.

76.1

2022

UPES

MBA

Runnig

Skills

AUTO CAD

MS office

Procurement skills

Supply chain management

Planning and estimation

Inventory control

Problem solving skills

Punctuality and timekeeping

Team work skill

Quick learner, keep to learn and improve skills

Ability to work well under pressure

Projects

Cultural and information centre jabalpur

The client of this project is JABALPUR SMART CITY LIMITED,

Start year - 2018

End year - 2021

MUMTI SPORTS COMPLEX JABALPUR

JABALPUR SMART CITY LIMITED

Start year - 2018

End year - 2021

MINI SPORTS COMPLEX JABALPUR

Client - JABALPUR SMART CITY LIMITED

Start year - 2020

End year - 2021

Reference

Santosh Chakrabarti - "Nipani infra and industries Pvt Ltd jabalpur"

HR

hr@nipaniindustries.com

9993310712

PERSONAL DETAILS

Date of birth - 1st July 1995

Nationality- Indian

Gender - Male

Available - Immediately