

**Pankaj Dwivedi**

**H.No.918/5, Padamdhar colony**

**Dhekaha Distt Rewa (M.P.) 486001**

**Mob: - 09893105663, 07999113798**

**E-mail:-pd.rewa@rediffmail.com, pdwivedi@live.com**

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**JOB OBJECTIVE:**

- Aspiring for a challenging job where in my qualification and acquired skills are put to best use, providing me with an opportunity to grow professionally to my full potential, also where I can share, contribute and upgrade my knowledge & experience for the development of organization served as well as self development.

**TECHNICAL QUALIFICATION:**

- Diploma in Mechanical Engineering 2017 , from RGPV, Bhopal.

**ACADEMIC QUALIFICATION:**

- Graduated from APSU Rewa M.P.
- Higher secondary from MPBSE Bhopal M.P.
- High School from MPBSE Bhopal M.P.
- MBA (Marketing) 2021 running.

**COMPUTER KNOWLEDGE:**

- SAP Business One, MS-Office, Libre-Office, AutoCAD, Web.
- Operating system; Linux, Windows 10.

**Experience:**

- Working with **M/s Veekay Connectors Pvt. Ltd.**, UPSIDC, Naini, Prayagraj (Allahabad) (U.P.) Since Feb18'.

**Assignments:**

Locating and acquiring goods and services based on Shop Floor PI.

Negotiating pricing with payment terms and conditions.

Releasing Purchase Order in SAP based on approved Quotation.

Follow up with vendors and transporters for RM despatches.

Monitoring supplier performance and inventory levels.

Tracking and monitoring of Business Partner dues.

Looking for Inland LC, BG and FOTT documents, bill discounting of our Vendors and Customers with line-up of Banks.

Arranging transportation and custom formalities of Imported material through CHA and Freight Forwarder.

Overseeing of AMC of Office Equipment and Machineries, Garage and Vehicle Maintenance, Insurance Policies, Visitor Management System and some Civil works.

- Worked with **M/s Chandra Nirman Pvt. Ltd, Raipur (C.G.)** as a Office Executive from Feb16' to Dec 17'.
- Worked with **M/s Shilpi Infra Projects Pvt. Ltd.** from May15' to Jan16'.

**PERSONAL INFORMATION:**

Father's Name	:	Shri Anil Kumar Dwivedi
Date of Birth	:	23 September 1990
Nationality	:	Indian
Marital Status	:	Single

I here by declare that all the information provided here are correct to the best of my knowledge.

**Place:-**

**(Pankaj Dwivedi)**

**Date:-**