



CONTACT

📞 +91 93403 34672

✉ akash911rajput@gmail.com

📍 Kile ander, Vidisha (M.P.)
Pin code :- 464001

EDUCATION

BARKATULLAH UNIVERSITY

- Graduation for BA pass out
2021

SKILLS

- Hindi & English typing
- WS word, Excel, Power point
- Leadership
- Team work
- Good communication
- Financial knowledge

LANGUAGES

- Hindi
- English

AKASH RAJPUT

OFFICE MANAGEMENT

PROFILE

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results,
Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

WORK EXPERIENCE

- **VIJAY SALES** 2022 - CONTINUE
Tender manager
 - Search for new tenders in Indian government portal and identify new manufacturers tender products. Prepare for the tender process and quote for tenders across all Indian states.
 - Procurement of all manufacturing products.
- **TATVA THE LIFE** 2020 - 2022
Tender manager
 - Search for new tenders in Indian government portal and identify new manufacturing tender products. Prepare for the tender process and quote for tenders across all Indian states."
- **Hidden Elements Private Limited** 2018 - 2020
Tender management and purchase
 - Procurement of all manufacturing products & Search for new tenders in Indian government portal and identify new manufacturing tender products. Prepare for the tender process and quote for tenders across all Indian states."
- **Vidisha International Public School** 2016 - 2018
Accounting
 - Payroll Management - Calculating employee salaries, including deductions for taxes, benefits, and pensions.
 - Accounts Payable and Receivable - Processing invoices from vendors and suppliers.