



AKASH RAJPUT

OFFICE MANAGEMENT

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

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 manufactures 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.