

PRITHVI RAJ

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Career objective:

Aspiring to be a leader in a growing organization and contribute towards building strong and performing teams that ensure sustenance in delivery and successes of the organization.

Work Experience:

- **Procurement officer in ARCHIRODON CONSTUCTION OVERSEAS CO LTD at ABU Dhabi, U.A.E Duration Feb. 2022 to Feb. 2024 (2 yrs).**

Job Profile:

- Planing, organizing and managing the procurement of materials and services required at the project. Hiring the equipment and vehicle as per site requirement.
- Issuing Rfq send to approved vendor as per project requirements for the required products and services.
- Evaluate and negotiate the received offers with the suppliers.
- Awarding the contract or Issuing.Purchase Order (PO) based on the commercial and technical evaluation for best value.
- Following up with suppliers for on time delivery of ordered material and services
- .Arranging collecting / deliveries of ordered materials from suppliers
- Ensuring purchased goods and services comply with the quality expectations of the project.
- Maintain proper record of all the orders, service contracts and hired equipment.
- Updating the approved vendor list as per clients.
- Evaluate vendor performance on periodic basis and upon completion of works as per requirement.

- Daily reporting to our procurement manager and solving the issues,if any.
- Continuous monitoring and review of the market trends.
- Track inventory and order the goods when needed.
- coordination with all the stakeholders i.e. Stores team, Transport team, Accounts team and Project engineers for receiving of materials and ensuring proper order close out and on time payment to suppliers.

Work Experience:

- **Senior officer in RELIANCE CAPITAL LTD at Jalandhar,INDIA**

Job Profile:

- Deals in loan against property
- Identifying the customer in the market for loan against property
- Provide the complete information to customer with the best policy of company.
- Generate the business through cold calling, direct marketing and others resources.
- Every month achieve the company target with incentive.

Work Experience:

- **Sales officer in ICICI LOMBARD GENERAL INSURANCE CO LTD at Amritsar, INDIA**

Job Profile:

- Deals in general insurance
- Searching the new dealer for vehicle loan in the market for general insurance of the vehicles.

- Generate the business through existing and new dealer of two wheeler or four wheeler loan .
- Provide the complete information to dealers with the best plans of company.
- Successfully handled the entire spectrum related to sales and marketing of insurance.
- Successfully managed and expanded the dealer network and monitored the performance of dealers with emphasis on revenue and collection targets.

Work Experience:

- **Sales officer in ICICI HFC LTD at Ludhiana ,INDIA**

Job Profile:

- Deals in housing loan.
- Identifying the customer in the market for housing loan.
- Provide the complete information to customer with the best policy of company.
- Generate the business through cold calling, direct marketing and others resources.
- Every month achieve the company target with incentive.

Key skills :

- Strong verbal and written communication skill.
- Computer literate
- Problem Solving
- Ability to work in pressure

Education :

- **Master of Business Administration (Finance) PTU University.**
- **Bachelor of Business Administration ,GNDU University,**

Personal Details:

- **Address: H.no 123 , NewDashmeshNagar ,Ramamandi ,Jalandhar,Punjab ,INDIA**
- **Language known-English, Hindi, Punjabi**
- **Marital status- Married**
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- **Passport No-[Z599596](#)(29/12/2021 to 28/12/2031)**