

Pradnya Sudam Sahajrao

[Flat No. 102 Royal Avenues , Hirai Shitai Road]

[Hinjewadi Pune Maharashtra - 411001]

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Objective

Dedicated and experienced Civil Engineer with extensive knowledge of engineering principles, theories, specifications, and standards.

Experience

Purchase Executive

R.K. Lunkand Housing Corporation

Jan 2024 – Present

- Processed purchase orders, and vendor quotations for structural steel, cement, aggregates, etc.
- Coordinated with site teams for reconciliation checks and urgent material needs.
- Assisted in implementing a digital procurement system that reduced paperwork by 70%.(Emails)
- Conducted market analysis to identify cost-effective sources of materials.
- Reduced material procurement costs by 12% through strategic negotiations and bulk ordering.

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PROJECT DETAIL

- **Indrayani City**

Location - Talegaon

- **SHIVPURM**

Location - Wadmukhwadi

- **KARTHIKI HEGHTS**

Location - Wadmukhwadi(Area - 102538 [sq.ft](#))

Duration - 4 years

- **Durvankur**

Location - Devachi aaldi

- **RKL ANAND PHASE 2**

Location - Tathawade (Area - 68000 [sq.ft](#))

Duration - 4 years

- **RESPONSIBILITIES**

- Negotiate contracts, prices, and payment terms with suppliers.
- Manage the full procurement process, from issuing purchase orders to tracking deliveries.
- Conduct cost analysis and maintain accurate records of all procurement activities.
- Coordinate with the engineering team to clarify technical requirements.
- Prepare and issue purchase orders (POs) and work orders.
- Track and expedite orders to ensure on-time delivery.

SWAPNAYOG (C.P. FIRM) 2022 - 2024

POSITION - Sales Exucative

- **RESPONSIBILITIES**

- Calling on leads.

- Explaining plan and cost for project in firms.
- Property Market Analysis
- CRM Software
- Site Visits & Presentations
- Real Estate Sales & Leasing
- Sales Negotiation & Closing
- Team Collaboration

EDUCACTION -

Diploma in civil engineering - 2015

Government polytechnic Jentur

SOFT SKILL -

Quick Learner

Positive Thinking

Focused

PROFESSIONAL SKILL -

AutoCAD

MS Excel

MS PowerPoint

MS word

LANGUAGES -

MARATHI

HINDI

ENGLISH

PERSONAL DETAILS -

Name - Pradnya S Sahajrao

DoB - 25th May 1995

Gender - Female

Marital Status - Unmarried