

## Pradnya Sudam Sahajrao

Flat No. 102 Royal Avenues , Hirai  
Shitai Road Hinjewadi Pune  
Maharashtra - 411001 Mo No-  
9579799050

Seeking a challenging position in the field of purchase so as to utilize my skills for organization and individual growth.

### Work Experience: -

- Currently working with **Krisala Developers with Executive Purchase & Purchase Billing since 18 NOV 2025 to till date**
- Worked with **R.K Lunkad Housing Corporation With Purchase Executive -Jan 2023 To Oct 2025**
- Worked with **Swapnyog Channel Partner with Sales Executive feb 2017 To Dec 2022**

### Summary:

- Able to work under pressure and as part of a team.
- Good operational, communication skills.
- Able to work effectively with different personalities.
- Can work effectively on several projects simultaneously.
- Good planning and managerial skills
- Well organized, Energetic
- Ability to foresee and solve problems
- Self -confidence

## Work Experience

### ➤ R K Lunkad Housing Corporation

- Plan and impairment methodology of residential and commercial projects, construction and material purchases.
- Vendor development collection quotation from vendors, preparing rate comparing statements and getting it approved from management to place the purchase order.

### ➤ Krisala developers

Currently Working with **Krisala Developers** Working as Purchase Executive, whereas Price analysis, compression, negotiation and fixing, releasing purchase orders and schedules, material chasing, coordination with other department for quality, queries till payment to vendors.

- Plan and impairment methodology of residential and commercial projects, construction and material purchases.
- Vendor development collection quotation from vendors, preparing rate comparing statements and getting it approved from management to place the purchase order.
- Sourcing for new vendors, vendor development and management.
- Projects: -
- 41 Zillenia
- 41 Ritz
- Mhada project Punawale

#### **Primary Responsibility:**

- Material follow-up from vendor to site.
- Rate Comparison & Negotiation.
- Bills follow -up.-
- Bills Checking & Bills Approved
- Store Coordination.
- Make of materials, collecting samples from vendor and get approved from management.

## Educational Qualification

HSC - ALANDI  
Diploma in civil engineering - 2015  
Government polytechnic Jintur

**Operating System Know:**

- High-rise ERP
- ERP HIT Office
- Autocad
- In4 suit
- Hardware and networking.
- Windows XP -7, MS -Dos, Windows 10.
- Knowledge Microsoft Office Word.
- Basic Knowledge Microsoft Excel, outlook, power point.
- Completed MSCIT Certification.

**Key Strength: -**

- Strategic Planning
- Adapting to Changing Circumstances
- Creative Thinking
- Planning

<b>Personal Information:</b>	
<b>Name:</b>	Pradnya Sudam Sahajrao
<b>Date of Birth:</b>	25/05/1995
<b>Stat us:</b>	Unmarried
<b>Nationality:</b>	Indian.
<b>Languages Known:</b>	Marathi, Hindi, English.
<b>Hobbies:</b>	Listening to Music, Photography, Playing.

I hereby declare that the above written particulars are true and correct to the best of me knowledge and belief.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**(PRADNYA SUDAM SHAJRAO)**