

## CAREER OBJECTIVE

**I have a hobby to work hard in any type of environment and also can acquainted in any kind of situation /responsibility assigned by the organization. This is my passion of my career.**

## EDUCATIONAL QUALIFICATION

10th from Central Board of Secondary Education (2003)
12th from Central Board of secondary education (2005)
B.COM with accounting Hons(2009)
Master of Finance and Control (2012)
Post graduate diploma in international business operations(2016)
Master of Commerce (IGNOU) (2017)
Logistics and Supply Chain management (2013)
MBA in Operational management (contd..) from IGNOU

## COMPUTER KNOWLEDGE

PGDCA and TALLY 9.0

## WORK EXPERIENCE

1. 2 year working as audit assistant under the guidance of U Swain& Co
2. 8th month working experience at Punjab national bank on summer project
3. Working as secretarial cum administrative assistant in store & purchase section of National Institute of Science and educational research, Bhubaneswar from 12th November 2012 to 31 October 2022
4. Presently working as purchase officer at CV Raman Global University from 01/11/2022 onwards.

**Scope of work/Responsibility:**

**. price Negotiation**
**. Material planning**
**. Providing export Invoice, packing list, labeling the packet etc.**
**. preparation of Pre & post ship document**
**. Preparation of Indent**

**. dealing with CHA for necessary custom clearance**
**. Generation of E-Way bill on line**
**. issue of purchase order**
**. Follow up with the supplier**
**. Shipment schedule by AIR or WATER**
**. Preparation of LC documents**
**. procurement of Gas & Oil for equipment installed at our institution.**
**. Procurement of Chemicals /lab ware and electrical items/Plastic ware**
**. Procurement of medicines/chemicals for various research work**
**. Price negotiation with vendors**
**. Establishment of irrevocable letter of credit and its execution**
**. Communicating with the custom authority for clearance of imported material**
**. Dealings with the import of material, chemicals, equipment**
**. Re-export of defective equipment**
**.Vendor management**
**.logistics support**
**.budgetary Control**
**.Preparation of MIS report**
**.Foreign party payment through bank**
**.Receive of material and its distribution**
**. Inspection of receive chemicals, equipment and labeling**
**. Placing order by communicating with various departments**
**. Keeping update about the trend change in market scenario**
**. Maintained of various project accounts**
**. Preparation of budget report**
**.Procurement of material of worth Rupees 120 cr annually**
**. Material handling**
**.Execution of high value tender up to Rupees 10 cr**
**. Preparationof Letter of Credit and its establishment**
**. Record Keeping**
**.Dispatch of Material to concerned department**
**. Annual rate contract**
**.Weekly Stock Report**
**. Experience in handling central stores**
**. Issue of material through MISi.e, stationary, toiletry, office equipment etc**
**.Stock handling**
**. Import of DG goods**
**. Import of life cells**
**. import of perishable material under – 40 degree room temperature**
**. preparation of MIS report weekly basis**
**. procurement of electrical and civil items.**

## Contact Details

Phone-919583202425/9439538500
Email: **trilok.n.mohanty@gmail.com**
TRILOK NANDAN MOHANTY
DOB.07/02/1987
S/o- SachiNandanMohanty
Ex. Military colony
Houseing Board Colony, Phase-1, Dum-Duma,
Bhubaneswar-751019
Khurdha, ODISHA

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