**RESUME**

**Janardan Sudhir Thakur**

LIG-1, L36

Sector 3E, Kalamboli, **Email:**thakurjanardan02@gmail.com

Navi Mumbai

Maharashtra - 410218. **Contact no : +91-8898415727**

* **Personal Profile :**

Father : Mr. Sudhir U. Thakur

Permanent Address : Village Post – Chakauti , Via- Ratanpur,

District – Darbhanga, Bihar - 817307

Gender : Male

DOB : 08 October 1992

Nationality : Indian

Religion : Hindu

Marital Status : Married

Category : General

Hobbies : Cricket, Web Surfing,

Strength : Positive attitude, Communication Skill

Language Known : English, Hindi & Marathi.

* **EDUCATION**

SSC,H.S.C, BA

* + **Technical skills Operating System** :
  + Infor-10 (ERP System).
  + Window Xp, Window 7 and Window 8,MIcrosft Word, Microsoft Excel.
  + Microsoft Navision.
* **Personnel Skills**

Dynamic Purchase Officer Working in various capacities and handling all purchase requirement raised by all division. Price negotation, Vendor Development.

* **Organizational Experience:**

1. Working With **Adlabs Entertainment Ltd( Imagica Theme Park)** from last **6 Years** as Assistant Manager, Purchase.

* Purchase requisition To Purchase of engineering, Scenic, Housekeeping, Admin, IT, Electrical, Mechanical & F&B Kitchen Equipment.
* Vendor Development
* Price Negotiation
* Follow up with vendor regarding material delivery & Transport coordination.
* Preparation Of purchase MIS reports.
* PR to PO Tracking
* Vendor payment tracking.
* Development of Outsources service vendor for AMC.

1. Past: Worked with **Reliance Media Works Ltd**. As customer Executive Services in film processing and distribution department from 10-Feb-2008 To 03-08-2013.

* Making Of Job Orders.
* Making of Delivery note & Gate Pass.
* Film Print Distribution All India.
* Transport Coordination
* **Achievement :**
* Employee of The Month awarded in 2nd of the month of Job from CEO & Managing Director Of Adlabs Entertainment Ltd.
* **Declaration :**

I hereby declare that all the information furnished above is true and to the best of my knowledge.

Date:

Place: Mumbai (Janardan S. Thakur)