

# Purchaser

## Jugal J Panchal

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### Objective

Seeking a company where can use experience and education to help the company meet and surpass its goals.

### Skills

Tally ERP.9,Prime Microsoft Office, Microsoft Excel.  
I Have a engineering lin knowledge.  
All mesuring instrumant knowledge (Verniar, Micro Meter, Deggre Protector etc.)

### Work Experience

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##### Sunidhi Industries Mar-2022 To Current

- > Verify purchase requisition comparing items requested to master list, clarifying unclear item; recommending alternatives.
- > Forwards available inventory items, verifying stock scheduling deilvery.
- > Propare purchase order verifying spacification and price obtaining recommendation from suppliers for substituto items.
- > Obtain purchased item by forwarding order suppliers :monitoring and expanding orders.
- > Verified receipt of items by comparing items recived to items ordered; resolves shipments in error with suppliers.
- > Authorized payment for purchase by forwarding receving documation.
- > Provide purchasing planning and control information by collecting analyzing and summarizing data and trends.

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##### Tekhance Machinery Nov-2019 To Mar-2022

- > Review/approve Pos summitted by store through out the nation development/training of new associates expert ten key/data entry.
- > All vendor side vist.
- > Propare purchase order verifying spacification and price obtaining recommendation from suppliers for substituto items.
- > All purchase data maintain in microsoft excel sheet with formula.
- > Other free time workshop handaling and worker help to work.

### Education

B.COM RUNNING EX STUDENT SEM 2

### Declaration

I Hereby declare that the above particulars of facts and information stated are correct to the best of my belife and knowladge...