

BHAVIK D. PRAJAPATI

Purchase Executive

Contact No. +91 8732920566 Email: prajapatibhavik2109@gmail.com

Key Skill:

- Purchase Planning – Project procurement~ Material management ~ Vendor Development ~ Negotiation~ Inventory Management ~ Budgeting & Planning of Fund for procurement and sourcing of materials ensuring optimum utilization of materials.

Profile Summary:

- Offering about 3 year & 5 months of total working experience in procurement, vendor development, sourcing & material management.
- Currently associated with **CASTOMECH TECHNOLOGY, Santej, Gandhinagar as Purchase Executive.**
- Evaluate vendor proposal technically & commercially in compliance with project specifications and meet the QCD (quality, cost & delivery) requirements.

Career Contour:

CASTOMECH TECHNOLOGY, GANDHINAGAR

- Responsible for both price & technical negotiation with suppliers & release purchase order in the system to the selected supplier and ensures accuracy of ERP with regard to commercial conditions and Supplier lead times according to production schedule. Follow-up with suppliers for order acknowledgement and register in system.
- Handling supplier invoices as per agreed terms and conditions in the purchase order.
- Generation of various MIS reports.
- Implementing system like overstock or out of stock which cause for production and finance department.
- Visiting to various vendors firm for ensuring their manufacturing facilities before releasing purchase order.
- Conducts all supply chain activities for all goods in accordance with company policies and procedure.

MORISINDUSTRIES, MEHSANA

- Effective management of vendor database.
- Evaluating vendor and negotiating price, delivery schedule and terms and conditions with them.
- ABC classification of vendor on the basis of criteria like cost, quality, timely delivery of material etc.
- Working knowledge of ERP.

Work Experience:

- **MAY 2018- till present:** CASTOMECH TECHNOLOGY, Santej, Gandhinagar
Designation: Purchase Executive
- **Jan 2016 to April'18:** MORISINDUSTRIES, Mehsana
Designation: Purchase Engineer.

Education:

- **Diploma Mechanical** from B.S.Patel Polytechnic, Kherva, Gujarat in 2015 with **8.10 CGPA**.
- **10th** from S.V. Shah Vidhya vihar, mehsana in 2012 with **70.00%**

Skill:

- **Well versed with MS office 2012,**
- **Auto CAD 2013**
- **Internet applications.**
- **Having knowledge of Export & Import**
- **ERP 9**
- **SAP 1**

Personal Details:

- Full Name: Prajapati Bhavik Dasharathbhai
- Date of Birth: 21th September 1996
- Permanent address: D-22, Devaki nagar Society near high-school, Linch. Gujarat. - 384435
- Language Known: English, Hindi, Gujarati.
- Marital Status- Single.