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| ***Purchase Executive*** | ***Dilip Prajapati***  10, Greenvelly Bungalows, Panchvati, Kalol , Gujarat 382721 , India  Mobile :- +91-9904150875  DOB:- 27th APRIL 1985  E-mail:- [praja[atidilip21@gmail.com](mailto:rahuljha04@gmail.com) |
| |  | | --- | | ***Career Objective:***  A responsible and challenging position in the field of *Purchase* that will allow me to explore my abilities, skill and sense of dedication towards my duties with a sole aim of seeing the progress of the Organization. | | |

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| ***Academic Qualification*** | | | | | | | |
| *Qualification* | *Year* | | *Board/Univ.* | *Institute* | *Specialization* | | *Percentage* |
| **M.Com** | 2008 | | Hem. N.G. University, Patan. | Hem. N.G. University, Patan. | Account | | 55 % |
| **B.Com** | 2006 | | Hem. N.G. University, Patan. | Hem. N.G. University, Patan, | Account | | 55 % |
| **12th** | 2003 | | G.S.E.B. | Sarvajanik High School Ambliyasan. | Commerce | | 73.67 % |
| ***Work Experience*** | | | | | | | | | |
| Deem Roll Tech Limited, Ahmedabad | | | | | | | April 2008-Till Now. | | |
| ***Purchase Executive*** | | | **Job title: Worked as Purchase Executive.**   * Working on SAP Module ERP 9. * Supervision Co-ordinate of the SAP Related Purchase Department Query, Purchase Order, Billing, Price. * Maintain Daily, Weekly, Monthly and yearly P.O. Incoming Inventory, Bill. * Prepare and maintain consumption of total incoming Goods. * About the experience in executive & management that includes present year ERP 9 experience. * At present involved in maintaining ERP 9 module at DEEM ROLL TECH LTD. Dhanali plant. * In depth knowledge of purchase planning and good expertise in customizing ERP to realize business Scenarios. * Knowledge in the areas like make to order production strategies, sales & operation planning, Demand Management, MRP. * Monitored and joined some training session of SAP (by Business Design). And following that training and make the people to follow and implement. * Attend training session of Tally ERP 9 Provided by company for Depth knowledge and Monitored to employee. * Remarkable Knowledge about identification Of metal like Ni, Mo. Chrome, Sulfur, carbon etc. | | | | | | |
| **Technical Skills: -** SAP Module ERP 9, Tally ERP 9, Windows, DOS, MS Word, Excel, Power Point.  **Professional Skills: -** Flexible in adapting to new technology and environment.  Efficient Project Management and Presentation skills.  Excellent Interpersonal skills. | | | | | | | | | |
| ***Personal Details*** | | | Name : Prajapati Dilip Kumar Mafatlal  D O B : 27TH April 1985  Gender : Male  Marital Status : Married  Permanent Address : At & Post Tundali, Tah. And Distt. Mehsana Gujarat. | | | | | | |

***\*All information given above is complete to the best of my knowledge. (Dilip Prajapati)***