CURRICULUM VITAE

ROHIT PRAJAPATI
Date of Birth: 20th December, 1992
Address: Village: Dalisana, Taluka – Kheralu,
District – Mahesana, Gujarat – 384325, India.
Phone: (+91) 83201-73832 |
e-Mail: prajapatirohit045@gmail.com
LinkedIn URL: linkedin.com/in/rohit-prajapati-b2132098

PROFESSIONAL SUMMARY:

Experienced purchasing professional with a proven track record of achieving cost savings and process improvements. Skilled in e-Procurement (e-tenders, QCBS tenders), vendor management, negotiation, invoices and contract administration. Possess extensive knowledge of procurement best practices and supply chain management. Adept at building relationships with internal stakeholders and external suppliers to drive strategic initiatives. As well as excellent reporting, record keeping, and relationship-building abilities.

KEY SKILLS:

- e-Procurement Management
- Recruitment / Appointments of Research / Project Staff
- GeM Procurement
- General Financial Rules 2017
- Letter Drafting, bid scrutiny
- Tally ERP software
- TDS, GST, Custom Duty, Excise duty, Exchange Rates, Income Tax, Salary, Wages, etc.
- Invoice Processing (RA Bill's Including)
- Inventory Management
- Customer Relationship Management
- Negotiation / Meetings
- e-Mail Management
- Proprietary Articles Procurement
- Computer Applications, MS-Office, noting, drafting

EXPERIENCE:

Institute of Infrastructure, Technology, Research And Management- (IITRAM)

(An Autonomous University, Established by Government of Gujarat)
Maninagar (East), Ahmedabad – 380026, Gujarat, India.

Office Executive, Research & Development Office ***- Jan 2025 to present***

I have been taken over the charge of Office Executive, R & D Office with effect from 08/01/2025 and as of now I am maintaining roles and responsibilities as indicated below:

- Day-to-day Research & Development Office tasks.
- To look after the e-Procurement for Research Projects / Center(s). Preparation of the e-Tender (NITs) documents, Notice Inviting Quotation (NIQs), and process further till the award of the offer / contract.
- Government e-Marketplace (GeM) Procurement.
- Verify and track records of the purchase proposals (PORFs / PPRFs) submitted by the various faculty members under various research projects / centres. Forward it for further processing / approvals.
- Preparation of purchase notes / submissions (for permission / approval of competent financial authority). Creating POs / WOs, Comparative Statements (CST), minutes, and received tender's bid scrutiny, etc.

- Managing recruitment / appointment of project / research staff under various research project(s) / centre(s).
- Maintaining & processing various research project proposals submitted by faculty members. Keep the track record and preparation of Letter of Recommendations (LORs) and Letter of Undertaking (LOUs) for submitting their project(s) on time. Preparation of Experience Certificate(s) for the staff appointed under R&D Office.
- Managing payment reimbursement & honorarium to the invited experts / officials.
- Maintaining and updating the register records for Performance Bank Guarantee(s) (PBGs)/ Security Deposit(s) (SDs), and ensuring the timely and accurate return of these documents to the respective suppliers.
- Handle and prioritize all outgoing and incoming correspondence with Institute's stakeholders (e-mail management, letters, packages, etc.) on behalf of the department. Handling Institute's Research & Development Office email id i.e., rndoffice@iitram.ac.in
- Maintain the list of contact persons, agencies of the assignments on which Institute are associated with.
- Maintain electronic and paper records ensuring information is organized and easily accessible and keep the papers in appropriate files. As well as to manage the circulation of documents with other Deptt. / Section / Centre(s).
- Handle the purchase of proprietary articles as well as imported item(s) / goods.
- Providing support as a Secretarial Assistance to the various Centre of Excellence Purchase Committees (CoEPCs), namely CoE Drone Technology, CoE Aerospace & Defence, CoE Advanced Defence Technologies & CoE Artificial Intelligence & Machine Learning (AIML).
- Coordinate the meeting schedules and make arrangements as necessary.

Office Executive, Stores & Purchase Section *- May 2023 to Jan 2025*

I was designated as an Office Executive with effect from 01/05/2023. and I was maintaining roles and responsibilities at the aforesaid section as indicated below:

- Day-to-day Stores & Purchase Section tasks.
- To look after e-Procurement. Preparation of the e-Tender (NITs) including Quality & Cost Based Selection (QCBS) tender documents, Notice Inviting Quotation (NIQs), Expression of Interest (EOIs), and process further till the award of the offer / contract.
- Government e-Marketplace (GeM) Procurement.
- Preparation of purchase notes/submissions (for permission / approval of competent financial authority), POs / WOs, Comparative Statements (CST), Minutes, etc.
- Verify & keep the track records of the budget allotted to the various Deptt(s) / Section.
- To prepare the bills (including payment/ RA bills of Campus Development Office) as per POs / WOs / Contract Agreement and submit the expenses / invoices of Institute's purchases on time. Keep track of all receipt(s) and payments with accounts section.
- To maintain the documents (for purchases & payments) for pre-audit.
- Maintaining and updating the register records for Performance Bank Guarantee(s) (PBGs) / Security Deposit(s) (SDs), and ensuring the timely and accurate return of these documents to the respective suppliers.
- Handle and prioritize all outgoing and incoming correspondence with Institute's stakeholders (e-mail management, letters, packages, etc.) on behalf of the department. Handling Institute's purchase email id i.e., purchase@iitram.ac.in
- Maintain the list of contact persons, agencies of the assignments on which Institute are associated with.
- Maintain electronic and paper records ensuring information is organized and easily accessible and keep the papers in appropriate files. As well as to manage the circulation of documents with other departments/ sections.
- Verify (checks & balances) and track records of the purchase proposals (PORFs / PPRFs) submitted by the various faculty / staff members online and forward it for further processing.

- Maintain annual maintenance / rate contract and processing for its quarterly / monthly payments like… AMCs / ARCs of Lift, Air Conditioners, Civil Maintenance Works, Fire Fighting Systems, ROs, Housekeeping Services, etc.
- Handle the purchase of proprietary articles as well as imported item(s) / goods.
- Providing support as a Secretarial Assistance to the CDPC (Campus Development Purchase Committee) & CIP&NMC (Computer and IT Purchase & Network Maintenance Committee) committees.
- Coordinate the meeting schedules and make arrangements as necessary.

Office Assistant (Stores), Stores & Purchase Section ***- June 2016 to April 2023***

I joined IITRAM as an Office Assistant (Stores) from 16/06/2016 and worked / served in this position from June-2016 to April-2023 with following roles & responsibility:

- e-tendering for procurement of goods & services for the institute.
- Preparation of POs / WOs / AMCs – ARCs Order.
- Inventory Management (Consumables / LTAS / Non-Consumables)
- Bill Certification & Processing
- Record management, email management, letters, etc.
- Inviting / soliciting quotations through NIQ.
- Preparation of EOIs for Internal & Statutory Auditor for Institute audit.

Physical Research Laboratory - (PRL)
(A Unit of Department of Space, Government of India)
Navrangpura, Ahmedabad – 380009, Gujarat, India.

Office Trainee, Construction & Maintenance Division ***- August 2014 to August 2015***

- Day-to-day office inward/outward work.
- To prepare construction invoices (Running Account / Final Bill), and / or other bills.
- Preparation of work orders, comparative statements, minutes, etc.

EDUCATION:

Master of Business Administration - (Finance) ***- June 2019- June 2022***
B. K. School of Professional & Management Studies
GU-Gujarat University, Ahmedabad, Gujarat.
Grade Point Average (GPA): 3.41 (Out of 4.3), First Class

Bachelors in Computer Applications - (BCA) ***May 2010- May 2013***
HNGU- Hemchandracharya North Gujarat University, Patan, Gujarat.
Percentage: 61.00%, First Class

I hereby declare that all the details / information provided above are true to the best of my knowledge.



(Rohit Prajapati)

DATE: 25TH MAY 2025

SERVICE DETAIL

Name: ROHITKUMAR PRAJAPATI S/O KARSHANBHAI
Address: 204, PRAJAPATI – 1, VILLAGE: DALISANA, TALUKA: KHERALU, DISTRICT: MAHESANA – 384325, GUJARAT.
Mo. No.: 8320173832
Name of Institute: INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT *(An Autonomous University, Established by Government of Gujarat)*
Present Designation: OFFICE EXECUTIVE
Present Section: RESEARCH & DEVELOPMENT OFFICE

Respected Sir/Madam,

With all due respect, I am pleased to inform you that, I am currently employed as an Office Executive (on contract capacity) within the Research & Development Office (with effect from 08/01/2025) at the Institute of Infrastructure, Technology, Research And Management (An Autonomous University, Established by Government of Gujarat).

I initially joined this Institute on 16/06/2016, as an Office Assistant (Stores), and served in this role until 30/04/2023. Following an assessment of my performance and educational qualifications, I was subsequently designated / upgraded to the position of Office Executive (Contractual) with effect from 01/05/2023, where I have been serving to date.

SERVICE DETAILS:

S/N	Designations	Service Duration	Section / Dept.
1	Office Assistant (Stores)	16/06/2016 to 30/04/2023	Stores & Purchase Section
2	Office Executive	01/05/2023 to 08/01/2025	Stores & Purchase Section
3	Office Executive	08/01/2024 A/N to till date	Research & Development Office

I hereby declare that all the details / information provided above are true to the best of my knowledge.

Sincerely & with best regards,



(Rohit Prajapati)

To:
The Registrar,
The LNM Institute of Information Technology
Rupa ki Nangal, Post-Sumel, Via, Jamdoli,
Jaipur, Rajasthan 302031.

PAY SLIP
Institute of Infrastructure, Technology, Research And Management (IITRAM)

(An Autonomous University, Established by Government of Gujarat)

FOR THE MON. OF : March - 2025

NAME OF EMPL.	:-	PRAJAPATI ROHITKUMAR KARSHANBHAI	EMP./PSR NO/Billno	:-	105 / 0 / 2
DESIGNATION	:-	Office Excecutive	BRANCH	:-	

BIRTH DATE	:-	20/12/1992	P.A.N. NO.	:-	CZCPP6154P	PRAN / EPF NO.	:-	0 / 100635219861
JOIN DATE	:-	16/06/2016	T.A.N. NO.	:-	AHMI01940B	HBA ACNO.	:-	0
INC. MONTH	:-	July	SERV. PLACE	:-	-	MCA ACNO.	:-	0
PAY BAND	:-	**41850**				AADHAR NO.	:-	488545675408

ADDRESS :- 204, PRAJAPATI - 1, VILLAGE: DALISANA, TALUKA: KHERALU, DISTRICT: MAHESANA, GUJARAT - 384325.

Sr.	Allowances		RS.	Sr.	Allowances		RS.	Bill Details		
1	SPL PAY	:-	0	7	HRA	:-	0	BUDGET HEAD	:-	2203
2	PAYIN PAYBAND	:-	41850	8	C.L.A.	:-	0	BILL NO/Dt	:-	
3	GRADE-PAY	:-	0	9	M.A.	:-	0	TOKEN. NO/ DATE	:-	
4	LEAVE SALARY	:-	0	10	T.A.	:-	0			
5	N.P.A.	:-	0	11	N.D.S	:-	0			
6	D.A.	:-	0	12	OTHER	:-	0			

GROSS PAY :- 41850

Sr.	DEDUCTIONS		RS.	Sr.	DED.NAME		RS.
1	INCOME TAX	:-	0	7	MISC. RECOV.	:-	0
2	HOUSE RENT	:-	0	8	RECOV.OF.PAY	:-	0
3	P.TAX	:-	200	9	PTA. RECOV.	:-	0
4	E.P.F.	:-	1800	10	C.P.F	:-	0
5	GPF (REGULAR)	:-	0	11	EMP. NPS	:-	0
6	D.A.% IN GPF	:-	0	12	OTHER	:-	0

TOTAL DEDUCTION :- 2000 BANK :- HDFC BANK A/C.NO :- 50100164781610

Cummulative :-

GROSPAY	488250	ITAX	0	Net Salary Credited in
T.A	0	PTA	0	Bank Rs. 39850
PTAX	2400	GSLI	0	
GPF	0	MIS. REC	0	
ARREAS IN PF	0	SUMP. ALL	0	
EPF	21600	REC. PAY	0	
EMP NPS	0	OTHER	0	

REMARKS :- -

Other Payments During Month.

Type	Arrears	I.Tax	P.Tax	Gpf	Cpf	Net

This is Computer Generated Data, hence Signature on Payslip is not required.

KHOKHRA CIRCLE, MANINAGAR (EAST), AHMEDABAD, PIN- 380026, TEL- 29292910, Email-id: payslips@iitram.ac.in

Institute of Infrastructure, Technology, Research And Management

(An Autonomous University established by Government of Gujarat)

No: IITRAM/Estt./RP/114/2024/ 1558

Date: 19 July 2024

Sub.: Extension of contract period as Office Executive (Contractual) at the Institute of Infrastructure, Technology, Research And Management (IITRAM)

Dear Mr. Prajapati,

I am pleased to inform you that it has been decided by the Institute to extend your contract period as Office Executive (Contractual) at the Institute of Infrastructure, Technology, Research And Management (IITRAM) for a period of one year effective from 01 July 2024. Your revised consolidated (all inclusive) remuneration during this period will be **Rs.41850/- (Rupees Forty-One Thousand Eight Hundred Fifty Only)** per month. You will also be eligible for the benefits of Employees' Provident Fund (EPF) and leaves as per the Institute norms.

This appointment will be governed by the general terms and conditions regulated by IITRAM Act (Gujarat Act No. 5 of 2013) besides the other rules of the Institute in force from time to time.

You are required to sign an agreement (wherein service conditions are mentioned in detail) on a general stamp paper of Rs.300/- and a draft copy of the same is enclosed.

Registrar

This is to communicate that the offer is acceptable to me.

(Signature)

Date: 24-07-2024

To,

Mr. Rohitkumar Karshanbhai Prajapati
204, Prajapati-1,
At & Post - Dalisana,
Ta. Kheralu, Dist. Mahesana – 384325, Gujarat.

Copy to,

1) Accounts Section
2) Office File