CURRICULUM VITAE

ROHIT PRAJAPATI
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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)