

CURRICULUM VITAE

RAHUL

ADDRESS : P-28 BUDH VIHAR PHASE II DELHI 110086.
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PROFESSIONAL QUALIFICATION

- DIPLOMA IN COMPUTER SOFTWARE & INTERNET APPLICATIONS FORM WEB SOFT COMPUTER CENTER
- PURSUING **MBA** (MASTER PROGRAMME IN BUSINESS ADMINISTRATION) FROM IMPERIAL INSTITUTE OF MANAGEMENT AND TECHNICAL COUNCIL (IIMTC).

ACADEMICS QUALIFICATION

- GRADUATE FROM DELHI UNIVERSITY
- 12TH PASSED FROM UP BOARD
- 10TH PASSED FROM CBSE BOARD

WORK EXPERIENCE

- ELION TECHONOLOGIES & CONSULTING PVT LTD AS EXECUTIVE. 01/06/2013 TO 28/02/2017.
- WORKING WITH APIS INDIA LTD AS PURCHASE EXECUTIVE. 01/03/2017 TO TILL NOW.

RESPONSIBILITIES & DUTIES

- MAKE PURCHASE ORDER IN ERP FOR MAINTANANCE MATERIAL & OTHER CAPEX ITEM & GET APPROVAL FROM MANAGEMENT.
- MAINTAIN ALL DOCUMENTS (PURCHASE ORDER, PAYMENT DETAILS, RECEIPT CHALLAN, AND PURCHASE INVOICE ETC).
- SEND THE PURCHASE ORDER TO SUPPLIER AND FOLLOW UP TO TAKE TIMELY DELIVERD.
- DEALING WITH BANK FOR PAYMENT.
- LOCAL CASH PURCHASE FOR MAINTANANCE ITEM, SPARE PARTS ETC.
- DISPATCH MATERIAL TO FACTORY BY BUS OR TRANSPORT.

PERSONAL DETAIL

- FATHER'S NAME : MR, SURAJ BHAN (RETIRED IN DTC)
- MOTHER'S NAME : MS, MEENA (HOUSE WIFE)
- NATIONALITY : INDIAN
- DATE OF BIRTH : 28. FEB. 1988
- GENDER : MALE
- MARITAL STATUS : MARRIED

DATE:

PLACE: