

MIHIR DILIPKUMAR MEHTA



BACHELOR COMPUTER APPLICATION (BCA)

Contact: +91-7862924398

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Objective:

To work in an organization where my ability will make a positive contribution to the organization as well as my career.

Working Experience:

- **Purchase Manager at Vihita Chem Private Limited (May 2009 to Present)**

Purchases required Raw materials, Packing Material and all Misc. Purchase.

Reviews requisitions and associated documents for proper approvals.

To evaluate suppliers based on cost, quality, service, availability, reliability, and selection variety.

Prepares RFQ's and works with suppliers to reduce price and lead-time. Enters POs and release orders to suppliers. To analyze periodic spends from procurement perspective based on product and vendor / manufacturer classifications and generate reports for management Resolves invoice problems and discrepancies.

Tracks open orders and expedite late delivery

Extensive experience in procurement, including vendor identification, development and analytical

Skills:

assessment, to strengthen supply chain effectiveness. Strong experience on procurement management and cost estimation throughout the project life cycle. Excellent interpersonal, written, and verbal communication skills. Immense ability to interpret, and understand technical and non-technical supplier control documents including product drawings, contracts, and purchase orders.

Academic Record:

Qualification	Year of Passing	College	Percentage
B.CA.	Year - 2009	Madurai Kamrej University (Corresponding)	Third Class
S.S.C	Year - 2006	National Institute of Open Schooling	B Grade

Computer Proficiency:

- Tally-ERP System
- SAP-ERP System
- Basic knowledge of MS Office Suite.

Personal Details:

- **Name** - **Mihir Dilipkumar Mehta**
- **Permanent address** - **F-502, R K Casta,
B/H Supermarket, Station Road, Dist: Bharuch -392001**
- **Date of birth** - **24 Aug. 1987**
- **Language known** - **Gujarati, Hindi, and English.**
- **Hobbies** - **Playing Games, Equity Market, Swimming**

Declaration:

I hereby declared that the above written particulates are true to best of knowledge and belief.

Yours Faithfull