

Nilotpal Tripathi

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To join an organization in which, I can contribute my knowledge and skills and work upon my innovative ideas. An organization which offers work that is challenging and which will enhance my skills ability & Knowledge.

Willing to relocate: Anywhere

Work Experience

Sap Executive

Oriental Structural Engineers Pvt Ltd
September 2016 to Present

Responsible for Creating and maintaining the Material master data, Vendor master data and service master data as a super end user. Creating, editing and placing purchase orders (POs) in SAP MM module. Negotiation with different vendors & finally selection of vendor with best terms & Commercials and set them in SAP.

- Maintaining data SAP ERP Software day to day basis.
- Maintaining the all service record in S.A.P.
- Short-term & long-term planning.
- Prepare reports on progress of projects & send to higher level.
- All SAP related work.
- Preparing various reports such as FUEL Mis Reports, Equipment Brakedown reports, Equipment Production reports

Education

U.P. Board - Allahabad, Uttar Pradesh
2011

Diploma in Website

Government polytechnic gaziabad

Skills / IT Skills

- Comprehensive problem solving abilities.
- Strong willing to walk the extra mile to achieve excellence.
- Easy to adopt change in working environment.
- Ability to work with team.
- Committed to my work.
- Operating System:-Windows 2000, XP.

- Application Package:-MS Office 2003, 2007.
- Online Package:-E-Mail Surfing.
- Tally 7
- Negotiation
- Communication skills
- English
- Computer skills
- Purchasing