



DilipKumar Prajapati

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PROFESSIONAL SUMMARY

Looking forward to working for a company that gives chances for advancement, innovation, and exposure in addition to difficult work. A career that requires me to use all of my professional expertise. Committed and skilled in the field of telecommunications In charge of administration, backend office support, and customer service. looking for chances to support a dynamic team with my technical knowledge and problem-solving abilities.

WORK EXPERIENCE

Agile IT/COMET Technology LLC(UAE) - Office Support Assistant

Present (India)

- Developing and maintaining productive relationships with customers
- Coordinated daily, weekly, and monthly reports, created bill sheets for customer service, and handed over project billing documentation upon completion.
- Preparing work permit papers and completing required paperwork for projects.
- Administrative tasks include compiling and handing over submission paperwork.
- Demonstrates strong customer relations abilities, attention to detail, troubleshooting, time management, technical understanding, patience, and diligence.
- Preparation of invoices of the project monthly or in a timely manner as required.
- Extracting revenue to be invoiced as per time from project progress report and aligning with the client's format to send the invoices to client
- Ensuring no revenue is missed and is invoiced as the project progresses.
- Keeping track of the invoiced revenue and pending to be invoiced.
- Analyses invoiced revenue v/s received and investigating on the variation.
- Supporting project team and management to prepare reports on revenue and invoicing status.
- Support accounts receivable by generating accurate, complete, and timely invoices.

Comet Technology LLC • Dubai, United Arab Emirates

Administrative Skill

- Developing and maintaining productive relationships with customers
- Coordinated daily, weekly, and monthly reports, created bill sheets for customer service, and handed over project billing documentation upon completion.
- Preparing work permit papers and completing required paperwork for DU projects.
- Administrative tasks include compiling and handing over submission paperwork.
- Demonstrates strong customer relations abilities, attention to detail, troubleshooting, time management, technical understanding, patience, and diligence.
- Responsible for customer service, backend support, and administration activities.
- Preparation of invoices of the project monthly or in a timely manner as required
- Keep track of each project detail in the CRM and Power Manager software until the invoice is generated.
- Prepare HOD and submit to client.
- Extracting revenue to be invoiced as per time from project progress report and aligning with the client's format to send the invoices to client
- Ensuring no revenue is missed and is invoiced as the project progresses.
- Keeping track of the invoiced revenue and pending to be invoiced.
- Analyses invoiced revenue v/s received and investigating on the variation.
- Supporting project team and management to prepare reports on revenue and invoicing status.
- Support accounts receivable by generating accurate, complete, and timely invoices.

Responsible for customer service, backend support, and administration activities.

EDUCATION

12 Higher Secondary Certificate

March 1994

GSEB -DCO High School-Killa Pardi-Gujarat

PROFESSIONAL CREDENTIALS

- DCA- High-tech Computer Application Certificate Course In Computer

PERSONAL PROFILE

Name	DilipKumar Prajapati
Gender	Male
Date Of Birth	19-06-1976
Marital Status	Married
Nationality	Indian
Language Known	English, Hindi, Gujarati