

Curriculum Vitae

Patel Heminkumar Bhupendrabhai

19,Uttar Gujarat Patel Nagar Soc Part -2,
Near.CivilHospital,Asarwa
Ahmedabad-380016,Gujarat,India.

+91 9327084264 ✉ hemininfo@gmail.com

Heminkumar Patel  www.linkedin.com/in/heminkumar-patel-588851167



Date of birth 23/11/1986 | Gender Male | Nationality Indian | Marital Status Single | Language Known English,Hindi,Gujarati.

Career Objective

Seeking to build a career in a leading organization with promising and dedicative people, where I can be Gujarat University, Ahmadabad-Gujarat, India able to enhance my professional skills in a dynamic and fast paced workplace. Also trying to acquire knowledge gaining exposure to upcoming technologies while being resourceful, innovative and flexible.

Academic Chronicle

Gujarat University, Ahmadabad-Gujarat, India

- Master of Commerce in April -2016
To study different special subject of MANAGEMENT.
- Bachelor of Commerce, April -2008
Major Subject: Advance Accounting.

Work Experience: Designation:-Sr. Manager -June 2008-Present (Ahmedabad-Gujarat, India)

NARAYAN INDUSTRIES. (Formerly Known as NARAYAN GROUP OF INDUSTRIES) www.narayan-pigments.com

NARAYAN was established in year 1997 and currently is one of largest manufacturers & exporters of Copper Phthalocyanine Crude Blue and Reactive Dyes from India. With multi located manufacturing units at AHMEDABAD, ANKLESHWAR AND VATVA Exporting Organic Chemicals to more than 50 countries.

Import & Export Department.

- Responsible to develop business in different region and the maintain business relationship with existing buyer using different marketing tools.
- Responsible to develop pricing policy, prepare the LOI, Shipping guarantees and coordination with client up to payment procedure.
- Make marketing plans and strategy to increase exports.
- To follow up with internal department i.e production, purchase department and dispatch dept. to maintain on time delivery to the clients.
- To handle Import & Export Documentation (Pre-Shipment and Post-Shipment)
- Handling import/export customs clearance and re-export/transit.
- Negotiating Port's various tariffs with Shipping line agent and Follow up with CHA /Shipping Company and Freight forwarders for Original Shipping Documents in respect to shipping terms i.e.FOB,CNF,CIF,DDP,DDU.
- To search reliable supplier, negotiate with them and procure (IMPORT) the material worldwide through reliable source.Also, responsible to develop local market & to find new buyers for the upcoming imported materials.
- Reporting to Export/Import Head.

Purchase Department.

- Negotiation with different parties & New Vendor development.
- Purchasing materials against Material requisition Sheet from Planning before Shut down period.
- Preparation of Annual Purchase Order and Rate agreement.
- Preparation of GPO of Internal & External Contractors.

Finance & Accounts

- To coordinate with bank for ECGC, Packing credit, L/C term & payment collection national and international.
- Responsible to prepare all docs and fulfilling all responsibility in relate to Import and Export Operation with bank.

Indepth Knowledge

- Export & Import Procedure
- International Logistics Supply Chain Management
- International Marketing
- Commercial
- Day to Day Administrative Management
- Payment Collection, Cost containment, Budgeting, Banking/Finance, Cash Flow Management, etc.

Professional Skills

- Good in Pricing strategies
- Competitor and Market Analysis
- Strategic Planning and Market Plan Execution
- Setting up Global Distribution Channel / Agent network
- Operation Skill Freight Forwarding (Sea & Air)
- Contract Negotiations
- Customs formalities & Documentation.
- Initiative, strong problem solving ability and strong team players with ability to perform in high stress, fast paced environments with emerging and multiple responsibilities.
- Good in oral and written communication, focused, interpersonal and analysis skills. Thrive in both independent and collaborative work environment.

Strengths

- Have a good attitude of creating humour in order to keep the environment light and happy.
- A self-confident person, who believes in smart and hard work.
- Quick learning, adaptability, loyalty are my greatest asset.
- Ability to manage stress, time and people effectively.
- High Acceptance at all levels/Cost Consciousness.
- High level of accuracy with an eye for details.

Computer Awareness

- ERP & SAP
- MS-EXCEL, WORD, POWER POINT

Declaration

I will be working with open minded and give full respect to the people as well as Co – ordination will be extended to my colleague and superiors.

I hereby certify that the above mentioned details are true to my knowledge and belief. If requested can submit necessary references as well.

Thanking You,
Yours Faithfully



(HEMINKUMAR B. PATEL)