

**BRIJEN VIPINCHANRA GOSALIA**

308, Abhilasa Complex, B/H Kanaka-Kala-2  
 Nr. Anandnagar Cross Roads, Satellite  
 Ahmedabad - 380051

Ph: +917874079999 / 7434877999

Email: brijen.gosalia@yahoo.in  
 Email: brijengosalia@gmail.com

**ACCOMPLISHED PROFESSIONAL**

*Commercial Operations • Logistics • Warehousing, Supply Chain Management, • Inventory Management • HR & Administration, Back Office • HR • Receivables & Payables • Manpower Development & Training*

*Proactive and multi-skilled professional, offering a sterling experience of over 29 years across the industry across Commercial Functions, Supply Chain Management, Logistics, Material Management, Order Management, HR & Administration and manpower development, (Resigned & relieved from 18<sup>th</sup> May 2015) spearheading functions as Branch Commercial Manager, Godrej & Boyce Mfg. Co. Ltd, Joined Mieux Infracon Limited as Consultant, and then joined Sunstar the Club as corporate Commercial Manager but unfortunately company closed down and rejoined Mieux Infracon Limited as Head-HR & Admin w.e.f December 2018.*

*Seeking career enhancements at a senior managerial level across functional sectors of Commercial, Logistics, Supply Chain Management and Customer Relations Management with reputed organizations*

**Dynamic and multi-skilled professional, Extending qualitative & invaluable** skills in handling large workforces, maintaining peaceful & amicable work environment in the organization, and in initiating measures for the benefit of people in the organization.

- ✓ **Adroit in process planning & implementing** company's policies and process being implemented from time to time in order to achieve organizational excellence. Sound knowledge of BaaN, ERP of Logistics module.
- ✓ **Exposure to handling negotiations** and finalizing contract agreements & indigenous orders.
- ✓ **Understanding of all aspects governing** operational and production activities and up to date knowledge of latest technological advancements, regulations/ guidelines and statutory compliances in the industry.
- ✓ **ISO Implementation and a certified ISO Auditor** with demonstrated abilities to enhance the operations optimize resource & capacity utilization and escalate productivity & operational efficiencies.
- ✓ **Perfect team manager having** ability to lead cross-functional project teams and integrate their efforts to maximize operational efficiency. **Armed with strong analytical** and problem solving skills. Superior communication and interpersonal abilities.
- ✓ **Good Knowledge of BAAN-IV an ERP**, and have worked thoroughly on Logistics module of it.

**Operational Expertise:** General Administration ♦ Warehouse/Freight Management ♦ Demand Forecasting ♦ ♦ Logistics ♦ Statutory Compliance ♦ Resource Optimization ♦ Liaison & Networking ♦ Retail Operations ♦ Procurement ♦ Supply Chain Management ♦ Contract & Material Management ♦ Cross Functional Coordination ♦ Client Relationship Management ♦ Budgeting & Controlling ♦ Troubleshooting ♦ Training & Development ♦ Team Leadership & Management

**Warehousing Expertise :** Space Management, Modern Warehousing Techniques and Equipments, Storage solutions, FIFO, Safety, Housekeeping, Training on Handling, Team Management, Compliances, Handling large Warehouses (1.25 Lac Sq. Ft), Multiple warehouse handling, Labour management etc.

**Inventory Management :** Handled appx Monthly turnover of Inventory of around 80 Crores and managing monthly average inventory of 50 Crores, Segregating of Slow and fast Moving inventory, Slow Moving and Obsolete inventory with different space earmarked with proper tagging, damaged Inventory, Categorisation of Inventories, Ageing of Inventories, FIFO Management while segregation, Different MIS sharing and analysis on inventory etc., Physical Inventory stock count after every month, Perpetual Inventory Count, Cycle Inventory count, Location control etc., Demand Forecasting, Rolling demand forecast, Inventory planning etc. Heading stores having more than 25000 SKUs and a turnover of 80 Crores per Month of different type of spares.

**Logistics Management** : Handling Logistics of an annual turnover of appx. 70 Crores, Inbound and outbound material Movement with appx. 8000 Inbound and 7000 Outbound vehicles averaging to an appx. 600 Vehicles monthly, negotiating with Transporters and arrangement of vehicles on time, Managing SLA of daily and next delivery within the vicinity of 500 Kms agreed with different businesses, managing fleet of transporters, clearance of bills against PODs every month, MIS on highest freight incurring destination and different MIS. Handling an annual freight budget of appx. 3.5 Crores and ensure that we are either lower or on assigned freight budget. Doing reverse Logistics and disposal of scrap regularly. Lodging and management of all Primary & Secondary Insurance Claims.

**Commercial Operations** : Capex, Opex, Budgeting and analysis, Accounting and taxation part of the entire branch, Liaison with authorities, controller etc.

**Order Management** : Ensure Booking of orders well within 4 hours of receipt after thoroughly checking, Attending to customer / Dealer queries on stocks, orders, different tax forms, availability, smooth running of call centre etc., Ensuring maintaining Minimum Order Levels, Reorder Levels for all SKUs etc.

**Administration Operations** : Upkeep of Premises, Contracts and Agreements with vendors ,Dealers, Suppliers etc., Upkeep of assets like Buildings, Fixed Assets, Maintenance of Gensets, Xerox Machines, Printers, Airconditioners, EPABX, Servers, CCTV, Security arrangements, Housekeeping, etc.. Arranging and maintaining for stationaries, POPs, refilling of ribbons, xerox tonners etc. , purchasing, vendor management, arranging appointments, interviews, Travels Desk, Stay arrangements, Ticketing etc. All activities related to HR and Payroll etc.

## **Executive Highlights**

---

- ✓ **Successfully developed and improving** processes to stabilize products as per process parameters.
- ✓ **Proven track record in implementing** cost saving measures to achieve cost reduction in branch.
- ✓ **Cost effective professional** proficient in swiftly ramping up projects with competent cross-functional skills and ensuring on time deliverables within pre-set cost parameters.
- ✓ **Gained expertise in operating** Logistics module of BaaN.

## **Career History**

---

**MIEUX INFRACOM LTD. AHMEDABAD**  
**HEAD-HR & ADMIN, Ahmedabad**

**Since Dec 2017**

1. Complete setting up of HR Department from Scratch.
2. Recruitment, Training, Manpower Management, Payroll, Statutory Compliances, Legal Agreements, Housekeeping Security, Contracts etc.
3. Making & Implementing all HR related Process & Policies.
4. Leave Management
5. Documentation.
6. Setting up of Attendance & Payroll software and its working.
7. Developed KRAs / KPIs of different levels & departments of the company.
8. Distributor / Retailer Appointment related formalities.
9. Making Agreements of Vendors and its entire documentation.
10. Asset Management.
11. Developed Process for Purchases.
12. Reconciliation of Virtual Stock and its distribution.
13. Fixed Assets Reconciliation
14. Helped developed MIS System.

**SUNSTAR THE CLUB**  
**Corporate Commercial Manager**

**Since Feb 2017 - Nov 17**

Joined (27-02-2017) with Sunstar The Club,(A Venture of Good Luck Hotels Ltd.) as Commercial Manager in Corporate Office, Handling accounting, Payments & Receivables, Treasury Operations, entire MIS, and assisting CEO & Directors in their operations.

**MIEUX INFRACOM LTD. AHMEDABAD**

**Commercial & Logistics Consultant, Ahmedabad**

**Since July 2015 – Jan 2017**

**Looking after Tax Implications and the tax structure on various services provided by Mieux Infracon and the virtual logistics of their recharge business.**

**Also actively involved in designing their system with respect to Distributors, Retailers and their discount structure, besides managing the business taken from various companies**

1. To ensure that the right Service Tax is charged and the related MIS is generated accordingly.
2. Oversee, the amount of recharge taken and the discount offered by various companies are in line with the commitment and the right amount of discount is passed on to distributors and retailers after tax , implications.
3. Ensure employee productivity is achieved.
4. Setting up of KRA's & Goals for various level of employees.
5. Right kind of Reports are developed and maintained with reference to discount taken, discount offered and the business done along with tax structure, various Tax related MIS is generated etc.
6. Actively involved in system generation with respect to business module being carried out.
7. Various tax implications and its remedies in consultation with the Chartered accountants appointed by the company.
8. Automated bank & Cash reconciliation.
9. Taking care of various tax structure of Finished Goods Business of Mobile Phones, Jio Routers etc.

**GODREJ & BOYCE MFG. CO. LTD. MUMBAI**

**DGM-Commercial, Lucknow UP**

**May 1991 – May 2015**

**CAREER GRAPH**

- Joined the Co. as a Office Asst.- Commercial at Rajkot in May 1991
- Elevated to Upper Grade at Rajkot in Feb. 1993
- Elevated to Upper Grade at Rajkot in April 1995
- Promoted to Executive – Commercial with transfer to Ahmedabad in Sept. 1998
- Elevated to Upper Grade at Ahmedabad in April 2001
- Promoted to Sr. Officer – Commercial Ahmedabad in Aug. 2002
- Elevated to Upper Grade at Ahmedabad in April 2003
- Promoted to Sr. Executive – Commercial Ahmedabad in Oct. 2004
- Promoted to Dy. Manager – Commercial Ahmedabad in March 2005
- Promoted to AGM – Commercial with transfer to Raipur, Chhatisgarh in May 2007
- Promoted to DGM – Commercial at Raipur in Oct. 2010
- Elevated to DGM – Commercial (Upper Grade) with transfer to Lucknow to handle entire UP due to Outstanding Performance and Excellent Achievements made in July 2011

**Key Responsibilities:**

- ✓ Spearheading efforts in managing Branch Operational Expenses, Capex, Freight Budget (Line of Business wise), and delivery effectiveness. Involved in Working Capital Management, Performance Planning & Appraisals & Order Management along with Treasury & Accounts Management.
- ✓ Tasked with managing logistics operations involving coordination with Freight Forwarders, Shipping Lines, Clearing Agents & other external agencies. Establishing Letters of Credit & Vetting of necessary commercial documents.
- ✓ Ensuring smooth interface with regulatory authorities like Excise & Customs Departments for obtaining licenses / sanctions / clearances & ensuring compliance with various Statutory Obligations.
- ✓ Effectively coordinating with the sales department for analyzing market trends, segments, business possibilities & forecast. Liaising with dealers, customers through field visit for Order & Payment & monitoring financial/ commercial discipline with effective cost control.
- ✓ Overseeing the inventory function so as to curtail inventory holding expenses and adherence to maximum and minimum stocking system for various spares and minimize wastage.

- ✓ Reviewing & settling supplier's request for technical & commercial support, productivity enhancement along with quality/system up gradation & off-loading of components.
- ✓ Monitoring the Service Order Booking in Baan Environment for material handling equipment division. Managing warranty spares supply & return of defective spares & maintaining Entire branch LAN & PC & Peripherals through vendors.
- ✓ Accurately mapping training needs, imparting Training for development of sub-ordinates.

#### **Key Achievements:**

- ✓ Performance based, received 4 Performance Awards. Successfully met the complete order booking in 24 working hours, prompt dispatch of material for documents received after 4 p.m.
- ✓ Successfully handled disposal of scrap, defective goods, management of material movement.
- ✓ Efficiently maintained Internal & external Customer Satisfaction Index > 95%.
- ✓ Ensured adherence to ISO standards & handled performance planning & appraisals.

#### **ATTAINMENTS FOR 3 YEARS IN GODREJ**

##### **2011 – 2012**

- ✓ Best Customer Support Team – North Zone
- ✓ Best Freight Management – North Zone
- ✓ Best Commercial Branch in North Zone

##### **2012 – 2013**

- ✓ Best Freight Management – North Zone
- ✓ Best Commercial Branch in North Zone
- ✓ Most Promising Branch in Safety – 1st in Zone & 3<sup>rd</sup> All India

##### **2013 – 2014**

- ✓ Best Freight Management – North Zone
- ✓ Best Freight Management – North Zone

#### **Prior Experiences:**

**ASSISTANT CUM PROGRAMMER,** Rajesh R Shah & Associates (Chartered Accountants)

**PART TIME COMPUTER PROGRAMMER,** Sejal Distributors for Six Months.  
**COMPUTER PROGRAMMER,** Rao Shah & Associatess (Chartered Accountants)

#### **EDUCATIONAL CREDENTIALS**

**IDPCA,** NCC, U.K, 1990.

**B.Com,** Gujarat University, 1989.

**PG Executive Program in Management,** Greatlakes Institute of Management, Chennai, 2010.

**Computer Credentials:** Proficient with the use of MS Excel, Word and the Internet.

#### **PERSONAL DETAIL**

**DOB:** 16th Aug 1968

**Location Preference:** Gujarat (Preferably Ahmedabad, Baroda, Rajkot, Surat)

**References:** Available on Request

**Expected CTC :** Negotiable