

# GAUTAM CHAWLA

Email-[gautamchawla05@gmail.com](mailto:gautamchawla05@gmail.com)

Mobile - +91-9793999999

Date of Birth – 05<sup>th</sup> December 1984

---

MBA & SAP FI certified business manager with professional experience of 11+ years in Business Operations – Planning & Analysis for decision making, Demand & Sales forecast for new developments, Operations Planning & Coordination, Business development, negotiation and maintain customer relationships. Coordinating with relevant stakeholders of each department to streamline process and implement optimized solutions.

## CAREER HISTORY

**M/s Reliance Industries Limited, Ahmedabad**

**(July 2018 – Till Date)**

**Chief Manager – Executive Assistant to CEO (Textile Division)**

Responsibilities –

### KEY IMPACT AREAS –

- Business Analysis & MIS reporting with Gap analysis.
- Support CEO on day-to-day affairs of the organization.
- Lead and manage meetings with key functional heads - Marketing, Finance, IT and Operation.
- Liaison with functional heads & all production heads – Spinning, Dyeing, Weaving, Finishing, Folding, warehouse to resolve daily issues.
- Process / Change Management – Coordinate & implement project execution & close monitoring for – smooth flow in operations, Control on Raw material procurement planning (JIT approach), Work in Progress / Finish goods Inventory level & which results in cost saving to the organization.
- Stake holder management – With having regular coordination & close monitoring of production in each process from fibre procurement to finish goods with logical analysis check points and establish smooth functioning of operations to achieve the long term and short-term goals of the Organisation.
- Functional Coordinator for the development of Management dashboard.

### Business Planning, Analysis & Reporting -

- Market Analysis and Competitor market strategies to understand the business scenario and coordinate to prepare the production plan, sales strategy & Budget for the Annual Business Plan.
- Preparation of the Annual Sales policies, Retail incentives and product margins to project and de-risk the projected AOP.
- Meeting & Presentations for Plant production, Sales – Export / Domestic market & Collection status as per the target achieved on monthly basis with CEO & respective Functional heads.
- Prepare & circulate minutes of the meeting and ensure the guidelines of the meeting are followed.
- Monitor & Analyze the Inventory level.
- Working with senior management for formulation and execution of the strategy of the organisation.

### Business Intelligence -

- Ensuring the data flow integrity & linking for enhanced business decision-making.
- Establishment of Dashboard visualization for all the Operation departments – weekly / monthly / quarterly / yearly self-monitoring of business process parameters & linking it to the Balance Score Card.
- Intex ERP & SAP interface logic validation as per the management directions.
- Automation of MIS reports for decision-making and Gap analysis of the business.

**M/s Arvind Mills, Ahmedabad**

**(July 2017 – June 2018)**

**Sr. Manager, Marketing (DTR)**

Responsibilities –

- Production planning & coordination with product team for procuring fabric as per the demand in DTR division.
- Sales order receipts & its execution on daily basis.
- Responsible for achieving maximum dispatches to fulfill monthly & yearly sales target keeping proportionate growth in regular supply of goods from manufacturing process.
- Updating expected delivery in system for scanner device on regular basis.
- Coordinate for procurement / receipt of goods within or before lead-time to maintain continuous supply for order quantity.
- Planning with EBO / DTR sales team for the new development as per the season performance.

- Preparing MIS reports for the analysis of Stock management, Sales team performance on the basis of product & Order - receipts vs dispatches.
- Coordinate with the warehouse team for the execution of the dispatches & follow up with the accounts team to clear up the credit block status of the customer.

**M/s Reid & Taylor India Ltd, Mysore.**

**Deputy Manager, Marketing**

**(July 2015 – June 2017)**

**Responsibilities –**

- Generate exclusive & monopoly orders from the wholesale dealers.
- Ensure customer satisfaction & build relation by delivering quality service.
- Regular follow-up with the vendors for the current status of work in progress goods & ensure delivery within lead time.
- Prepare & analyze MIS reports for the growth of the loyal / privilege clients and organization simultaneously.
- Forecasting demand and supply for market penetration.
- Co-ordination with area based representative, agents and dealers for the product requirement in trade.
- Ensure market expansion & keep a track of the competitor's movement in the market.
- Attend conferences and visit regional markets for the feedback from the clients and suppliers to develop new designs for the season.
- Represent as Internal auditor on behalf of marketing department for ISO 9001:2008 & 14001:2004.

**M/s S.K SILKS (Exports), New Delhi**

**Business Development Manager, Exports**

**(April 2013 – April 2015)**

**Responsibilities -**

- Business development with existing overseas clients and creation of new clients globally.
- Customer relation management – overseas and domestic clients for special customized orders.
- Accounts settlement of buyer's and supplier's (karigar) account taking CMT process into consideration.
- Business promotion and brand building by organizing exhibitions, events for the brand awareness in the market.
- Handling the In-house team of more than 30 staff members & also adhoc staff on temporary basis to get the order completed & delivered as per the commitment.
- Demand - Sales forecasting and co-ordinate for production planning with the designer / karigar for the procurement of accessory & fabric.
- Competitors analysis and develop strategies for market penetration.
- Exports – Negotiations and coordination with Vendors & clearing agents.
- Coordinate with Export Credit Guarantee Corporation of India for credit limits of overseas buyers.
- Coordinate and negotiate with the logistics for each shipment to ensure timely delivery with economic freight.

**M/s Reid & Taylor India Ltd, Mysore**

**Sr. Officer, Marketing**

**(February 2011 – April 2013)**

**Responsibilities -**

- Prepare MIS reports for improving the efficiency and effectiveness of decision-making.
- Generating reports and analysis of – regular stocks, annual sales and product positioning comparison zone wise.
- Production planning for the seasons on the basis of sales forecast and set targets for procuring outsourced fabric as per requirement to fulfill the demand and supply in the market.
- New range selection for the season from the vendor sample set for sourcing PV fabric.
- Responsible for the supply of - regular, monopoly and Institutional orders.
- Appropriate pricing of the products and making price-list for each season.
- Attend conferences and visit regional markets for the feedback from buyers and develop new designs.

**DISSERTATION –****RED CHIEF SHOES (M/s Rohit Surfactants Private Limited, Kanpur)****Management Trainee, Market Research Team****(October 2009 – November 2009)**

- Branding Strategies for RED CHIEF SHOES - Leather & Footwear division.
- Market research of branded and unbranded shoes in Kanpur & Agra market.
- Analyze the market share of the brand Red Chief.

**INTERNSHIP –****M/s Oil and Natural Gas Corporation, New Delhi****Management trainee, Treasury management group****(June 2009 – August 2009)**

- Short term Investment of Surplus Funds at ONGC, New Delhi
- Investment procedure of the company.
- Studied Investment avenues of the company.
- Studied Investment portfolio of the company.

**ACADEMIC / EDUCATION QUALIFICATION -**

- **Secondary School –**  
Sir Padampat Singhanian Education Centre, Kanpur (CBSE Board)  
Year of passing - March 2001  
Aggregate - 46.8 %
- **Higher Secondary School –**  
Sir Padampat Singhanian Education Centre, Kanpur (CBSE Board)  
Year of passing - March 2003  
Aggregate - 67.8%
- **Bachelors in Commerce –**  
Christ Church College, Kanpur  
Chatrapati shahuji Maharaj University  
Year of passing - April 2006  
Aggregate - 55.6%
- **Master's in Business Administration in Marketing and Finance –**  
Amity University, Noida  
Year of passing - May 2010  
Aggregate - 62.7%
- **ERP Certification SAP FI module –**  
Centre for development of advance computing, Noida  
Year of passing - July 2010
- **ISO 9001:2008 & 14001:2004 – Internal Auditor Training**  
Stellar Management Consultants Pvt. Ltd, Bangalore  
Year of passing – June 2016

**TECHNICAL SKILLS –**

- Proficiency in MS Office
- Tally 9.0
- SAP
- Power BI

**PERSONAL INFORMATION -**

Passport Status	: Available
Marital Status	: Married
Languages Known	: English, Hindi and Sindhi
Current Address	: Godrej Garden City, I-801 Vrindavan Block, Jagatpur Road, Ahmedabad (GUJ) - 382470
Permanent Address	: 122/571, Guru Niwas, Sindhi Colony, Shastri Nagar, Kanpur (U.P) - 208005

**DECLARATION-**

I, Gautam Chawla, hereby declare that the above given information is true and best of my knowledge. In case of any discrepancy in the information furnished, I will be liable for any action taken by the company.

Date: August, 2022

Place: Ahmedabad

Gautam Chawla