

CHETAN BAROT

(MBA with 10 years of experience)

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Address: B-603, Pearl Heights, Naroda, Ahmedabad, GUJ.

Middle Management Professional

(Export Operations, Logistics & Dispatch Planning, Supply Chain Management, Banking & Documentation, Corporate MIS)

A Performance Driven Professional with cross functional experience of over 10 years in Export Operations, Export Sales Support and Commercial activities i.e.: FOB costing analysis, Export pre & post shipment documents, CHA & Custom clearance, local transports, Shipping lines coordination, Documents for Inward / Outward Remittance's, Freight Forwarders & Ocean freights, Handling shipment under Letter of Credit at Sight / Usance, BRC issuance, DGFT – RoDTEP etc.

COMPETENCY MATRIX

FUNCTIONAL:

Export Operations	Order / Contract Management	Supply Chain Management
Export Documentation	Dispatch Planning & Logistics Operations	Custom Clearance
Letter of Credit	Pre & Post Shipment Documents	Handling Banking Process for Exports
Inco Terms & FTP	Production Planning for Export Orders	Standard Operating Procedures

PERSONAL:

Attention to Details	Self driven & Motivated	Ability to teach and Mentor
Active Listening	Team Building	Adaptability
Willingness to learn	Ability to Multi Task Effectively	Sense of Responsibility
Desire to Progress	Resourcefulness	Proactive Problem-Solving

CAREER CONTOUR

From Apr'21 associated with TANISH INTERNATIONAL as Manager Exports

Area of interest cum responsibilities:

- ☐ Deal with commercial and buying terms of modern trade and make proper execution of commercial and accounting activities for smooth functioning of business operations.
- ☐ Scrutiny and finalization of sales contracts, deeds, legal documentation and various agreements.
- ☐ Ensure timely processing of export shipments to maintain on time supply and customer satisfaction.
- ☐ Process commercial documents like Pre-shipment & Post-shipment by validating data integrity and accuracy.
- ☐ Create, assemble and present applicable export documentation required per country specific destination in accordance with export laws and regulations.
- ☐ Support cross-functional departments involved in international business transactions.
- ☐ Approval of Quotations, tender documentation, project reports and project ORC (Overriding Commission), Mark up details of business partners.
- ☐ Prepare and audit export documentation for vessel shipments and settlements.
- ☐ Communicate with appropriate internal/external customers, including trading desks, loading facilities, freight forwarders, brokers, vendors and customers.
- ☐ Support Sales Team on various queries regarding Orders, Material Availability, Lead time for Imported Materials, Stock in transit, Dispatch Intimation, Payment Collection, Account ledgers of Customer, Credit and Debit Notes and other commercial issues and also coordinate with customer to resolve critical issues.
- ☐ Monitoring and ensuring seamless execution of institutional orders. Ensuring adherence of processes and correctness of billing price and control receivables.
- ☐ Coordination with External Audit, Process reconciliation & internal audit for export related functions.
- ☐ Provide training to junior staff and motivate team to achieve deadlines with team work.

From DEC'18 to JAN'21 with SUNSHINE TILE CO. P LTD as Assistant Manager Operations**Company Profile:**

SUNHEART CERAMIX is the leading manufacturers and exporters of tiles in India and worldwide. Worked and learn a lot under the guidance of Vice President Export (Mr. Dharmesh Bhan) and Export Director (Mr. Hardik Varmora).

From JAN'14 to NOV'18 with Piccolo Mosaic Ltd as Sr. Executive Commercial**Company Profile:**

Italia Group is known for its value added exclusive ceramic tiles, glass mosaics, porcelain mosaics under the eminent brands PALLADIO, PICCOLO, GRIFINE & ITALIA.

From NOV'11 to DEC'13 with Somany Ceramics Ltd as Executive Commercial**Company Profile:**

Somany Group is a leading global supplier of ceramics tiles - floors & walls to the construction industry having large manufacturing facilities at Kadi, Ahmedabad & Kassar, Hariyana.

From DEC'09–OCT'11 with Nila Infrastructure Ltd as Executive Operation & Finance**Company Profile:**

Nila Infrastructures Limited is a corporate identity with a proven track record in possessing domain knowledge, requisite expertise and a broad experience in undertaking construction of almost all types of residential/commercial, industrial as well as civic urban infrastructure.

FOREIGN & DOMESTIC INDUSTRIAL EXPOSURE

- ☐ New Water (Water treatment plant), Singapore
- ☐ Rubber industries in Malaysia
- ☐ PepsiCo India Production plant at Bhiwadi
- ☐ Insulator Company at Abu road, Rajasthan

ACADEMIC CREDENTIALS

- ☐ 2009 Masters in Business Administration - from Institute of Business Management & Research, Ahmedabad
- ☐ 2006 Bachelor of Science from M.L.S.U University, Udaipur
- ☐ 2008 NCFM Capital Market (Dealers) Module National Stock Exchange's Certification in Financial Markets
- ☐ 2003 Diploma in Computer Application Tally ERP, MS Office and various Internet Applications.

OTHER PROJECTS & EXPERIENCE

- ☐ Modern Insulator Ltd. (Modern Group).
 - Project Title : Industrial analysis and comparison of Long Rod Insulator with Polymer Insulator
 - Methods Used : SWOT analysis and product life cycle

PERSONAL DOSSIER

Date of Birth	: Nov 05 th 1984	Marital Status	: Married
Father's Name	: Mr. K. S. Barot	Passport	: Yes
Languages Known	: Hindi, English and Gujarati.		

Declaration:

I hereby declare that all the information given above is completely true and authentic.

(Chetan Barot)

Place: Ahmedabad - Gujarat