

# JAY KISHAN .D. RAVAL



D-603,Rajyash Reeveera Nr.G.B.Shah Collage,  
Guptanagar,vasna, Ahmedabad.

jdraval24@gmail.com  
Contact No: +91 9913479810  
+91 9106453486

---

## Executive Summary

An energetic, self-motivated and hard working Person, looking forward for an opportunity to join a well-reputed organization seeking a quality environment where my knowledge can be shared and enriched to develop a successful and challenging career. Able to use own initiative and work as part of a team. Proven leadership skills, including managing and motivating other staff to achieve company objectives. An effective communicator at all levels within an organization. Good problem solving and analytical skills.

## EXPERIENCE

### **General Manager & Factory Manager at -Pearlice Cold Chain Pvt Ltd Ahmedabad . (From Nov 2019 to Till Date )**

We are looking for a highly organized production manager to create production schedules, oversee production processes and ensure that the required materials are selected and purchased. Production Managers are also responsible for ensuring that equipment is functioning correctly and that health and safety protocols are adhered to.

- Plan, organize, direct and run optimum day-to-day operations to exceed our customers' expectations
- Increase production, assets capacity and flexibility while minimizing unnecessary costs and maintaining current quality standards..
- Be responsible for production output, product quality and on-time shipping
- Share a trusting relationship with work group and recruit, manage and develop plant staff.
- Prepare, analyze and issue production and performance report
- Overseeing receiving, warehousing, and distribution operations.
- Maintaining documentation and keeping accurate records of warehouse activities.
- Maintaining awareness and knowledge of the condition and location of fleet vehicles.
- Outstanding leadership, organizational, multitasking, and problem-solving skills.
- Build relationships within the company and with external parties, such as suppliers or distributors.
- Building An Interpersonal Relationship , Appreciate Their Hard Work

## STRENGTHS

- Team Development
- Problem Solving
- Visionary Leadership
- Strategic Thinking & Execution
- Adaptability to change in any environment , conviction,fast to grasp and learn anything new.

**Assistant Manager –Export at Agl Asian Granito India Ltd., Ahmedabad .  
(From April 2019 to Oct 2019 )**

- Managing the entire sales team from generating quotation till the shipment of the order
- Updating and analyzing day to day basis sales details, client wise and category wise in ERP system
- To Identify Potential Markets and Deal with International Clients
- Developing Pricing and Marketing Strategies
- Arrangement of Container as per production planning
- Handling Entire Outsourcing Part Of Export Department .(Rate Negotiation , Payment follow up, New Plant Searching for Outsourcing

---

**Sr.Export Executive, at Sun heart Tiles., Ahmedabad . (From April 2013 to march 2019 )**

- Managing the entire sales team from generating quotation till the shipment of the order
- Updating and analyzing day to day basis sales details, client wise and category wise in ERP system
- To Prepare Post Shipment Documents including Form-A & Certificate of Origin.
- Generate new inquires to develop business.
- Send the most competitive quotations to customers & convince them for a deal.
- Developing Pricing and Marketing Strategies
- To Identify Potential Markets and Deal with International Clients
- Arrangement of Container as per production planning
- Freight Negotiation with various Shipping agents & Forwarders.
- Coordination for Container movement.
- Strong Follow up with CHA towards Container Clearance & movement to the concern port.
- Follow up for BL release.
- Daily tracking report of Container Movement & submit it to the Director.
- To maintain FOB report
- Clearing of CHA, Forwarder & Local Transporter's invoice.
- Maintain PD Account of Concur movement.
- Follow up with each communication on daily bases, mail to mail.
- To be in touch with customers for current or future requirements.
- Generate Perform Invoice for each new Shipment.
- Regular follow up with the customers for the due payment.
- Maintain & update customer data sheet.
- Coordination with logistic department as per customer's requirement for the each shipment.
- Take care of all Export Shipments in each part of needed.
- Maintain & update Export data sheet.
- Knowledge & Handling of post shipment document which include commercial invoices, packing list, L/C documents, Importing country certification, Customs/ Insurance declaration Certificate of Origin & many more document prepared as per customer requirements.

**Warehouse & General Manager at Agl Asian Granito India Ltd ., South Africa  
(From Aug 2012 to Dec 2012)**

- Handling Logistics part and transportation .
- Prepare Stock Report
- Prepare Sales Report (Monthly)
- Dispatch Planning & Prepare Invoice
- Co-ordinate with clients.
- Manage 5-10 people in warehouse
- Monthly all Reports like sales report & Stock Report & complain Report send to India Office

**Export officer, at Agl Asian Granito India Ltd., Ahmedabad . (From Dec 2009 to July 2012)**

- Roles and Responsibilities:
- Entire Export Documentation (Post shipment document).
- Prepare Perform Invoice
- Directly Co-ordinate with Overseas customers
- Preparing commercial invoices, packing list
- Handling L/C documents..
- Responsible for Handling Billing Cycle,
- Preparing Export country certification, Customs/ Insurance declaration Certificate of Origin ect..
- Sending scan copies of documents to customer after receipt of BL
- Informing tracking No.of courier to customer with regards to Original shipping documents.
- Tracking the consignment till it reaches to destination & informing delay/early reaching of consignment to customer with reason..
- Liaison with Bank for negotiating of bank documents □
- To maintain co-ordination between related department.
- Prepare the comparison chart of prices
- Prepare Sales Report (Monthly & yearly)
- Preparing Cost Sheet.
- Knowledge & Handling of post shipment document which include commercial invoices, packing list, L/C documents, Importing country certification, Customs/ Insurance declaration Certificate of Origin & many more document prepared as per customer requirements.

**Sales Executive at Pentagon Waterlines Pvt Ltd Mumbai, India.  
(From May 2008 to Nov 2009)**

- Knowledge of export documentation like Bill of Lading etc.
- Handling Correspondence on Mail. (Internal and External)
- Coordination with Shipping Lines
- Cargo Track from POL to POD.
- Make arrangement for Export shipment (Vessel booking, Freight settlement etc..)
- Prepare the comparison chart of prices
- Keep Track of the Import Shipments
- Responsible for Handling Billing Cycle, Dispatch, Booking, etc.

**EDUCATION AFFILIATIONS** - M. Com – Hemchandracharya North Gujarat university

**LANGUAGE KNOWN** - English, Hindi, Gujarati

**REFERENCE DETAILS** Will be available upon request

Date of Birth : 26 Aug, 1988

Nationality : Indian