



HEMANG K BHAGAT

G/3, Panchtirth Appts,
Opp. Bank of India,
Nehru Park, Vastrapur
Ahmedabad-380 015
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Respected Sir/Ma'am,

**Subject: Application for the post of DOCUMENT MANAGER
(Exports / Imports, Purchase & Store Department, Logistics-
SCM)**

I would like to take this opportunity to introduce myself, Hemang Bhagat, a commerce graduate & diploma in EXIM & Indian Institute of International Trade (I.I.T) Management course from Bangalore.

- ✓ **2-years' Experience-** At present I am as a Documents Manager (Imports) in NINE CORPORATION (Sister Concern company of INTERLINK INC., U.S.A.)
- ✓ **3-years' Experience-** I was as a Documents Manager (exports) in **Kitchen Xpress Overseas Ltd, Santej.**
- ✓ **5-years' Experience-** Greenfields Derivatives Limited, Sabarmati, Ahmedabad as A.G.M.-Commercial, ITALY based Roasted & Plain Guar Korma Manufacturing Company
- ✓ **6-years' Experience-** Santosh Starch Ltd., at Paldi, Ahmedabad in Purchase & Store & Exports-Imports Division.
- ✓ **3-years' Experience-** Torrent Pharmaceuticals Limited in S.C.M. Dept as a Asst. Manager
- ✓ **15-years' Experience-** Cadila Pharmaceuticals Limited., in International logistic Dept as a senior Executive

Overall, I have **32 years'** Experience in Purchase/International Documentation & S.C.M.Dept.

Besides I have strong liaison experience with CHA/Transporter and other government beneficiary bodies like ECGC/DGFT, GCCI. I was looking after Bank's Post-shipment documents, Inspection like SGS/ITS/OMIC for Middle East & African Countries etc.

Soft Skills:

I have developed more meticulous approach towards work. Taking up challenges and climb out successfully from every situation has always been a part of my nature. I always remain eager to learn new things and share the same with others. Considering

organization as not just a working zone but also as a learning and growing place has always helped me to remain positive and contribute positively to the organization. If you

Objective

To gain expertise in all facets of Purchase, Imports & Export Management and adopt hands on approach of different Multi-National Companies through work experiences and self-learning's. The ultimate goal to reach at highest level in the field of exim Management.

Personal Details

Date of Birth: 24th May 1968

Family Background:

Relative's Name	Relation	Education	Occupation
Late Shri krishnakant Bhagat	Father	B Textiles	-
Hasumati Bhagat	Mother	12 th	Housewife
Shilpa Bhagat	Wife	B.Com(English)	Teacher
Shiven Bhagat	Son	SIM course	Manager
Dhruvi Bhagat	Daughter	PGDFFA	Canada
Prachi Bhagat	D.I.L.	M.Farmacy	Import Manager

Academic Background

Indian Inst. Of Int'l Trade (I.I.I.T)	Bangalore	March 1997	Management
Diploma in EXIM	Bhavans College	March 1996	Management
Bachelor of commerce	H K commerce college	May 1988	48%
HSC	Sahana High School	April 1985	52%
SSC	Samarth Vidhya vihar	March 1983	61.3%

Work Experience:

CADILA PHARMACEUTICALS LIMITED, Ahmedabad (Total 15 Yrs.)

Dec 88- Mar'03 (Office Asst to Manager)

- Export Documentation Pre-shipment and Post-shipment and Bank Negotiations/DEPB/Liaison with Govt. bodies.
- Liaison with Export promotion agencies, Insurance Companies, Bank.
- Government regulatory reports Viz ECGC/CHEMEXIL/PLAXCOUNCIL.
- Follow ups with CHA/Transportation
- Government Benefits Documentation & Proof of Exports for excise related Docs.
- Prepare Schedule of dispatches of promotional materials to various countries
- Look after monthly Overseas Commissions application for overseas agent through Bank.

- Self-clearance from I.C.D. Ahmedabad & International Airport.
- Handle full Cargo Aircraft form Ahmedabad Airport to Moscow Airport.

TORRENT PHARMACEUTICALS LIMITED, A'BAD April '03 Aug'06

(Sr. Executive /Asst. Manager)

- ✓ In this Organization, I looked after Purchase/Imports & Export Documentation related work for all African/Middle East Countries.
- ✓ Co-ordinate and follow up with Country Managers, Marketing Managers & Buyers for L/C/IDF/ From M/SGS file /Advance payment.
- ✓ Daily update of shipment status
- ✓ Make shipment plan in accordance with the date given by Marketing department.
- ✓ Pre & Post-Shipment documentation on **SAP System**.
- ✓ To provide necessary documents to Benefit department for export incentives.
- ✓ To follow-up with the Bank for daily collection & other Bank documents.
- ✓ Maintain tracking sheet for Excise related documents & follow-up with CHA & Co's Excise Dept.

SANTOSH STARCH LIMITED, PLADI, AHMEDABAD AUG'06 TO April'2012

(D.G.M.: Purchase /Admin Dept)

- ✓ In this Organization, I was looking after Purchase of Co's both Plant at Bhachau, Gandhidham & Salem Tamilnadu of Machinery & its parts, all Chemicals, HDPE & paper Bag etc. collect quotation from different parties, made compression sheet for V.P. to approve products. Look after plant order of Machinery equipment, maintain monthly & quarterly contract, Desp. the material as per plant requirement or given commitment date, also arrange transportation from supplier's warehouse to Plant.
- ✓ I also use to look after Admin Work such as taking interview and short list staff as per the Plant's requirement and finally send the person to V.P, arrange advertisement
- ✓ I use to liaison with Transporter, Supplier, Manufacturer Plant, as per the different Dept requirements.

GREENFIELDS DERIVATIVES LIMITED, SABARMATI, AHMEDABAD.,

May'12 to NOV 2017 (G.M.: Commercial)

Its Italy base Organization. In this Company I worked as a General Manager following works are looked-out by me:

- ✓ Prepare purchase order and sent it to suppliers
- ✓ Sent sales confirmation to overseas buyers
- ✓ Chase up with local suppliers for Materials
- ✓ Prepare Pre-shipment Documents i.e. Pre-shipment Invoice, Packing List, Batch wise details etc. in computer system
- ✓ Took follow-up documents with CHA
- ✓ Arrange all pre-documents from various sources as per the requirement by buyers or according to the countries
- ✓ Arranging the containers from shipping line/forwarders at port.
- ✓ Chase up the BL from shipping line/forwarders

- ✓ Prepare post shipment documents and it sent to overseas' buyers

KITCHEN XPRESS OVERSEAS LTD., (COMMERCIAL MANAGER – EXPORTS) SANTEJ, AHMEDABAD., NOV 2017 TO Nov 2020

- ✓ In this company I am doing pre-shipment related work like daily container booking, planning with production Dept for weekly schedule
- ✓ Preparing daily containers master data sheet from dispatch factory to different destination of overseas buyers
- ✓ Preparing monthly government body report like: SPICE BOARD, APEDA, TEA BOARD, etc.
- ✓ Apply daily inspections in SPCIE BOARD and handle the complete procedure
- ✓ Taking the follow up of MEIS and sell it to particular importer as per the requirements
- ✓ Generating reports for government body such as Health Certificate, GSP, Black Pepper Application
- ✓ Creating Rice permission for export from APEDA
- ✓ Taking follow up for insurance of daily dispatch containers
- ✓ Preparing weekly payment received BRC from DGFT website.

NINE CORPORATION (Sister Concern company of INTERLINK INC., U.S.A.) MANAGER – IMPORTS) SCIENCE CITY, AHMEDABAD. (Dec 2020 to Till Date)

- ✓ In this company we have imports used rubber tyre scrap from different countries. I have look after Imports related all documents received from overseas suppliers. Also look pre-import related work like daily containers arrival from different shipping line web site, weekly schedule given to local dispatch Dept.
- ✓ Also we have imports Aluminum scrap from Bahamas & HMS from U.K. Preparing daily containers master data sheet from dispatch factory to different destination of overseas buyers.
- ✓ THC and BE follow up with CHA and Line.
- ✓ Prepare DGFT certificate like SIMS and NFIMS.
- ✓ Take care of all imports individual imports wise Insurance
- ✓ Look after Overseas payment / Advance and also follow up with knock off payment procedure with our Bank.
- ✓ Daily Import summary to the Management.

Computer Skills

- ✓ MS-Office
- ✓ Mastek Software Accounting software
- ✓ **ERP SYSTEM (Easy International Inc)**
- ✓ **SAP System. (I.B.M. GERMANY)**

Vehicle used: Honda City

Languages Known

Gujarati, Hindi, English

References

✓ **Mr. Jaimin R. Vasa , Ahmadabad.(O) 26461199 : President of Gujarat Chemicals Association.(Vaishali Chemicals)**

**Mr. P.H. Vachhrajani Cadmech Machinery Co (V.P. International Div)
(M) 09727767555**

Will give an opportunity to work under your kind control in your esteemed organization than I will try my best to satisfy your Company with my hard work and generosity.

Waiting for your positive reply soon.

With warm regards,

Hemang Bhagat