Respected Sir /Madam,

As Civil engineer and having decided to pursue in the avenues of going for the realization of my career objectives. I enclose herewith my curriculum vitae for your evaluation of my candidature for the subject placement.

**PERSONAL:**

NAME : **MANISH N. GADHIA**

BIRTH DATE : 27th April -1969

ADDRESS (Permanent) : 16,B, Kamla Nehru Shopping Centre, N.Subhas Road,

Mulund (W), **Mumbai – 400 080**. India.

ADDRESS (Present) : J-701, Riverside Park-II, Opp. Lane of APMC Market, Vasna,

Ahmedabad – 380007, Gujarat.India.

Email : **cadila.manish@gmail.com**

PHONE NO. : **+91 9712203674**

MARITAL STATUS : Married

TOTAL WORK EXPIERNECE : 23 Years

**Objective**  : Having High set Goals & Ambition in my field of work and to exhibit the best performance for an organization for higher responsibilities, intent benefiting my self both for professional and personnel career.

**EDUCATIONAL QUALIFICATION::**

Have obtained DIPLOMA IN CIVIL ENGINEERING from ShreeRam Polytechnic, Navi Mumbai –Maharastra, INDIA in 1992.

# WORK EXPERIENCE: -

**COMPANY NAME :: Krishna Petrochemicals, Ahmedabad**

**DESIGNATION :: General Manager**

# DURATION :: June 2018 to June 2020

## PRESENT CTC :: 6.96 Lac (P.A.) plus incentives

Krishna Petrochemicals has been dealing in manufacturing & trading of Petrochemicals since las 22 years. It has a manufacturing unit situated in Sanand where they blend various products to manufacture fuel oil required for industrial purpose and hot mix plants.

**JOB PROFILE ::**

* To look after all Imports.
* To look after the management of entire staff at office as well as the factory.
* To look after all the HR related activities.
* To look after the Purchase department, procurement of all the Raw material.
* To liaison with all government agencies like Gpcb, Explosive dept., Customs etc.
* To make the required registration of the company as required like FSSAI, Apeda etc for their new company created for the purpose of Export of Food products.
* To check on various accounts of all the parties related to sales & purchase.
* To also check & verify all the bills related to sales & purchase.

**COMPANY NAME :: Cadila Pharmaceuticals Ltd, Dholka, Ahmedabad**

**DESIGNATION :: Sr. Manager – Intl. Logistics – Supply Chain Management**

# DURATION :: June 2008 to May 2017

## PRESENT CTC :: 12.00 Lac (P.A.)

Cadila Pharmaceutical Ltd. is well known Leading Pharma company around the world.

**JOB PROFILE ::**

* To look after all operation planning in terms of timely dispatches as volumes are huge.
* To prepare monthly shipment plans for the orders in hand.
* To prepare the monthly sales booked report.
* To plan and monitor clearance of all Export & Import consignments to and from respectively from various ports.
* To monitor preparation of all Export Pre Shipment documents starting with DGR preparation, invoice, packing list etc and circulate the same to the concerned departments for necessary clearance.
* To prepare various MIS reports for the management.
* To liaison with all related agencies keeping a good PR.
* To review on all SOP’s regularly to obtain better results.
* To ensure optimum performance of the department.
* To work upon the Add on module for Export documentation. **Contd……….**

**COMPANY NAME :: S2m Global Pvt. Ltd. -(KANDALA SPECIAL ECONOMIC ZONE )**

**DESIGNATION :: Manager – Logistics – Export Import**

# DURATION :: Sept. 2005 to 17.06.2008

S2m Global Pvt Ltd. (Formally known as Integrity Chemicals & Pharmaceuticals Pvt Ltd.) is a 100% export

Subsidiary of Dubai based S2M Global LLC.Group is in the business of perfumes, hair cream, hair oil, and other fast moving FMCG and catering mainly to Central & South America and Europe. Also have good presence in FAR EAST.

**JOB PROFILE ::**

* To look after, monitor, plan & execute all Exim & Logistics related issue at Kandla, Mundra, Pipavav and Ahmedabad.
* To Co-ordinate with the Dubai and Mumbai office for all Imports & Exports and/or wherever concerned.
* To plan and monitor clearance of all Export & Import consignments to and from respectively from various ports.
* To monitor preparation of all Export Pre Shipment documents starting with DGR preparation, invoice, packing list etc and circulate the same to the concerned departments for necessary clearance.
* To negotiate best freight and transit time with the various shipping lines. To monitor the export container movement at respective port till the same are loaded onto the vessel.
* Tracking of export containers till they reach their respective destinations. Updating all concerned report time to time.
* To liaison with various agencies such as CHA, Forwarding Agents, Shipping Line, Custom Authorities, Port Authorities etc at the respective ports.
* To be continuously updated on the SEZ Rules & Regulation with all Notification being issued time to time and implement the same wherever required.
* To keep a check on the registers as required to be updated regularly as per the SEZ regulation.
* To submit the SEZ reports as per the rules laid down by SEZ Authorities.

# SKILLS::

Generation & deploying momentum over all activities within the department, Co ordination for Logistics, Leading and guiding team & subordinates.

**COMPANY NAME :: Seaways Shipping Ltd., Gandhidham**

**DESIGNATION :: Manager (Operation In-charge)**

# DURATION :: September 2003 to August 2005.

Seaways Shipping Ltd. is as very well established group of companies with all round services of CHA, Stevedoring, Container Line and Shipping Agency etc with over 28 branches in India.

**JOB PROFILE ::**

As the Manager (Operation In-charge), the major responsibility was to plan & ensure the execution within given time frame, the different activities of utility, Planning and scheduling the activities of execution, implementation & clearance of Export Import consignments. To also manage all the Custom related activity to initiate faster clearance of the consignments. To plan, execute and monitor the Stevedoring activities and also manage the warehousing movements along with day to day stock updation.

**Contd……**

**COMPANY NAME :: Bheda Group of Companies**

**DESIGNATION :: Manager**

# DURATION :: September 2002 to August 2003.

Bheda Group of Companies is as very well reputed group of companies which imports pulses in bulk, exports various agro products to the tune of around 900 teus and also had an oil storage terminal at Kandla.

**JOB PROFILE ::**

To manage their sesame seed processing unit & also their oil storage terminal at Kandla. To negotiate freight rates. To co-ordinate with various suppliers. To negotiate with CHA’s and other agencies and monitor proper execution of all export. Further to manage & monitor activities & execution of their oil storage terminal.

**COMPANY NAME :: Hemjyot Agency, Mumbai**

**DESIGNATION :: Manager**

# DURATION :: April 1994 To Aug 2002.

Hemjyot Agency is a well-known CHA in Mumbai Customs.

**JOB PROFILE:**

I was looking after all the Import & Export related activities (Customs/Port) at Mumbai, Nhava Sheva, Air Cargo Complex and Mulund CFS. Major Import commodities handled during the tenure were Wooden Logs, second hand /new machineries, Ball bearings, plywood, electronic goods etc. Also to look after & arrange the complete domestic moments with all possible solutions involved in domestic logistics.

**COMPANY NAME :: M/S. Sunny Constructions**

**DESIGNATION :: Partner**

**DURATION :: June 1987 To December 1993**

**WORK PROFILE ::** Involved in construction activity with Mumbai Municipal Corporation, MTNL as a registered contractor.

**COMPUTER ::**

Having good basic knowledge of computer. Can easily work on Word, exel, power point etc.

Hope you will give me the opportunity to appear before you for the personnel interview to prove my ability in the field.

Thanking you in anticipation & Respectfully Yours,

Manish N. Gadhia