# Profile Overview

Experienced General Manager with demonstrated history of 11+ years for managing branch operations and procurement of beans-pulses and commodities for leading Export Trading companies at geographically distant locations.

Strong, self-motivated result-oriented individual having consistent track-record for driving procurement strategy, logistics operations and export documentation ensuring consistent supplies for trading partners for different markets across globe.

Having worked with various assignments in different countries; helped understanding diversity; creating synergy for ensuring desired outcome and organization growth.

# Area of Expertise

|  |  |  |
| --- | --- | --- |
| Sourcing & Procurement | Branch Administration | Supplier Management |
| Commodities – Beans Pulses | Logistics Operations | Accounting |
| Crop & Market Analysis | Export Documentation | Quality & Compliances |
| Corporate Sales | Customer Relations | Performance Management |

**Professional Experience:**

## Export Trading Group Co. Ltd. Jan ’14 to Jan ’22 Yangon, Myanmar

Branch-In-Charge & Country Manager-Myanmar

* Started career as operations executive in 2014, over a period promoted as Operations Manager and now person in charge for company administration and operations out of Myanmar
* Managing branch operations with team of 12 staff
* Responsible for Procurement of beans-pulses, supply planning, crop & market analysis
* To manage supplier relations effectively ensuring seamless supplies for trading partners
* To ensure quality remains at expected standard
* Managing export logistics operations and documentation
* Coordinating & ensuring Tax and Trade compliances

## Park Lane Auto Pvt. Ltd. May ’12 to Dec ‘13 Ahmedabad, India

Corporate Sales Manager

* Responsible for Volkswagen Car sales in corporate sector
* Awarded best performer in Care sales in Year 2013
* Actively engaged, executed Sales events successfully

## Patel Trading Co. Ltd. April’ 10 to March ’12 Nampula, Mozambique

Operations Executive

* Responsible for Procurement of beans-pulses, supply planning, crop & market analysis
* To manage supplier relations effectively ensuring seamless supplies for trading partners
* To ensure quality remains at expected standard
* Managing stock and warehouse operations

## Kataria Automobiles Ltd Jan ’08 to April ‘10 Ahmedabad, India

Sales Executive

* Responsible for Maruti Suzuki Car sales for the dealer of repute
* Consistently achieved sales target for 2 out of 3 years of stint at the dealer showroom
* Actively engaged, participated in Sales event

## Export Trading Group Co. Ltd. Aug’ 06 to Jan ’08 Lusaka, Zambia

Operations Executive

* Responsible for Procurement of beans-pulses, supply planning, crop & market analysis
* To manage supplier relations effectively ensuring seamless supplies for trading partners
* To ensure quality remains at expected standard
* Managing stock and warehouse operations

## Kataria Automobiles Ltd April ’01 to June ‘06 Ahmedabad, India

Accounts Executive

* Responsible for managing Accounts Payables and Account Receivables at car dealership
* Ensuring proper quality check of documentations prior executing Sales order
* Responsible for Bank statement Reconciliation and liaise for Tax related matters
* Actively engaged in process audit, accounting audits

# Summary Qualifications:

|  |  |  |
| --- | --- | --- |
| **Period** | **Qualification** | **Institute/University** |
| 2004 | Bachelor of Commerce | Gujarat University, India |
| 1999 | HSCE (Class XII) | Gujarat Higher Secondary Board, India |
| 1997 | SSCE (Class X) | Gujarat Secondary Board, India |

**Computer Literacy:**

* Well-versed in MS-Office and Oracle.
* Certificate in Computing from a reputed institute in Ahmedabad, India

# Social Responsibility

* Actively engaged in Blood Donations and Tree Plantation drives in Ahmedabad, India
* Member of core team for different events at School and college
* One of the founding members of social association for Indians working in Myanmar

# Personal Information:

* Date of Birth : 31st August, 1981
* Marital Status : Married
* Nationality : Indian
* Languages : English, Hindi, Gujarati, Moderate Burmese Language
* Current Address : L2/103,Adani Realty- Aangan, Shantigram Township, S G highway, Near

Vaishnovdevi Circle, Ahmedabad, Gujarat–382421, India