**Umesh Shah**

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**PROFILE OVERVIEW**

* A competent professional with 19+ years of experience in:
* Sales
* Logistic Management
* Purchase Area
* Store Management
* Managerial Level
* Laundry Management.
* Inventory Management.
* Procurement Management.
* Human Resource Management.
* Daily and Monthly Report for store.
* Import Export Complete Procedure.
* EOU Functions
* Government Benefit Cycle Towards Export
* Conduct short, regular meetings to discuss and record milestones, accomplishments, successes and challenges as they occur, when details are fresh in both your minds.
* Implementing cost reduction initiatives in Project Purchase & Procurement costs.
* Directing the functions of Receipts, Inspection, Storage, Issues & Related Documentation, finalization of Transportation Contracts, Bill processing etc.
* Implementing standards and ensuring adherence to quality standards.
* Leading, mentoring & monitoring the performance of the team to ensure efficiency in process operations meeting of individual & group targets.
* Assessing training needs of the various employees and organizing effective training programs.

**QUALIFICATION**

**EDUCATIONAL QUALIFICATION**

* B. Com from N. C. Bodivala, Ahmedaba in1983, with IIndDivion.
* HSC from C.N. Vidyalay School, Kapadwanj in 1980 with II Divion.
* GSEB from C.N. Vidyalay School, Kapadwanj in 1978 with II Divison.

**TECHNICAL / PROFESSIONAL QUALIFICATION**

* Financial Accounting System (Tally ERP 9.0).
* Certificate of Import Export course from International Institute of Import & Export Management(IIIEM).

**SKILLS SET**

**LAUNDRY**

* Knowledge of Laundry Products.
* Managing products Records.
* Skill set of laundry items.
* Keep track of all laundry items.
* Managing Laundry Products.
* Tracking laundry list.

**IT AND COMPUTER**

* MS Office Package (MS Word, PowerPoint, Excel and Outlook)
* Internet.
* Computer Operation.
* Mailing.
* Basics of IT.
* Computer Peripherals.
* **SAP**
* **ERP(NOW)**

**MANGEMENT**

* Strategy.
* Communicating.
* Meetings Planning.
* Planning & Scheduling.
* Decisions Making.
* Reporting.
* Trainings.
* Managing Quality.

**PROFESSIONALISUM**

* Problem Solving
* Optimistic
* Self discipline.
* Adaptive.
* Good communication skills
* Very hardworking.
* Team Worker.
* Motivate.
* Team Player.

**ORGANIZATIONAL EXPERIENCE**

Organization Type: Elegance Food Processing & Impex Pvt. Ltd. - Export Sales Division

Profile: Manager

Date: From February 2018

Key Result Areas:

* Export Orders
* Looking Buyers Domestic and Internationally.
* Communication skill with foreign suppliers for Products.
* Maintaining Healthy Relationships with Clients.
* To Find the Buyers

Organization Type: Solitaire Trade Link Pvt. Ltd. - Export Sales Division

Profile: Manager

Date: From June 2013 To January 2018

Key Result Areas:

* Export Cycle
* Government Benefits towards Export.
* Communication skill with foreign suppliers for Products.
* Maintaining Healthy Relationships with Clients.
* To Find the Buyers

Organization Type: Arvind Ltd. - Import Material Purchase Division

Profile: Manager

Date: 13Years(2001 to 2013)

Key Result Areas:

* Writing Goals and implementing them.
* Analyzing Purchase and Market.
* Commercial Awareness for Products.
* Maintaining Relationships with Clients.

ORGANIZATION: The Quest Apparels Mfg. Co. Pvt. Ltd., Washing Laundry.

Profile: Washing Laundry In charge.

Date: 2Years(1999-2000).

Key Result Areas:

* Managing Laundry Records.
* Managing Products Records.
* Managing laundry boys for work process.
* Keep track of all laundry items.

ORGANIZATION: M/s Sujanvi Exporters Pvt. Ltd.

Profile: Clerk.

Date: 2Years(1997-1999).

Key Result Areas:

* Maintaining Relationships with clients.
* Communication with clients.
* Official track records maintenance.

**PERSONAL DETAILS**

**Date Of Birth:** June 21, 1963

**Nationality:** Indian

**Religion:** Hindu

**Gender:** Male

**Languages known:**  English, Hindi, Gujarati

**Address:**  Kraft Solitaire, A – 204, Block Amber, Opp. Satyam Party Plot,

Sayajipura, Vadodara - 390019, Gujarat, India.

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge

and belief.

**Date : Signature :**