

NITIN KANTILAL PANDYA

P. O. BOX 2309, DAR ES SALAAM, TANZANIA

Age/Status: Married with 2 Children/Tanzanian

Email: nitinkpandya@yahoo.com

SUMMARY

I have extensive and in depth experience in the service industry of over 25 years and for the same reason I am able to communicate well with diverse group of people. Due to my experiences I understand the market requirements and deliver the best to my customers. I have held various roles through my career path inclusive of:

- Cashier, Store keeper, Administrators, Sales Person/Assistant/Manager, Distribution Manager (logistics), Minor Construction/Renovation monitor, Purchasing/Supplies Manager (local).
- Clean class "C" driving license (29 years) for LHD/RHD
- Can work and adapt to any environment which is clearly visible through my various tenures.
- Very well versed with Kiswahili, English, Gujarati and Hindi.

RELEVANT WORK BACKGROUND

M/S Josba Engineering Resources Ltd. (Nigeria)

2011-Till date

Business Development Manager

- Specialized in setting up chain of supermarket(s).
- Served as a consultant to clients such as M/S International Restaurant & Mini Mart Ltd. Consultation includes placing retail systems, procurements, stock controls, man power management, routine Management and Administration.

M/s Zaika Pay n Smile Supermarket. (Nigeria)

Jan 2009 - Dec 2010

Working partner

- Managed to assist in the set up of two healthy outlets.
- Managed to market/develop and create a substantial number of commercial customer base country wide.
- Started merely with a range of 1700 products and managed to boost to 3500 products by the time I left.
- Created a supplier base of about 100 suppliers within a span of a month and centralized our purchasing centre for four outlets.
- Fully managed the logistics/distribution from the central stores to the outlets and bulk customers.
- Did routine purchases from the various suppliers and the biggest local whole sale market in West Africa (The Lagos-Market).

BTK Nigeria Ltd.

Jan 2007 to Dec 2008

Self developed and Owned Business (Sole Proprietor)

- A fully fledged grocery and provision store.

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- Imported a wide range of many Indian Consumer goods directly from India.

International Restaurant Ltd.

June – Nov 2006

Operations Manager

- Concurrently ran a super market next to the restaurant.
- Introduced many control methods into the system and administered daily routine operations which also included accounts, catering, inventory, purchasing, bar tendering, etc.

Relocated and settled my family in Mumbai, India

March – May 2006

Chemi & Cotex Industries Ltd.

Jan 2002 – Feb 2006

Assistant Sales Manager

- Sold wire products for construction industry and plastic products ranging from household products to chairs, tanks, crates, packaging and more.
- Grew my contribution of sale by 300% in 5 years time.
- In 2003 was promoted to **Sales Manager plastics** designation.
- The company also grew and expanded with/into dental, plastics, metals, cosmetics, food & confectionary division growing equally with seven depots country wide and large number of exports to neighbouring countries.
- We manufactured products like whitedent, bodyline cosmetics, polytanks

AURA (T) LTD & EURO IMPEX

Oct – Dec 1999

- Assisted in the procurement of Raw cashew kernels for export based in Mtwara, Tanzania.
- (Managed to procure 15000 tons from the deep remote villages).

Al-Hilal Ceramics

June – Sept 1999

- Assisted in marketing its Ceramic Products and Caparol; paints and pipe fittings.
- Marketing RAK ceramic products like Porcelain, Mosaic tiles, etc.

M/s Sadolin Paints (T) Ltd.

1996-1999

- Served as the cashier initially at the Gerezani (**3 years**) Depot (TAPYA'S LTD).
- Handled huge amount of cash, did routine banking proceeds and managed petty cash, prepared manual payrolls etc.
- **1997:** Due to high rise in production/sales routine I was transferred to the factory as the Storekeeper / Distribution Manager / Transport Fleet Controller.(Logistics) and promoted as **THE ADMINISTRATIVE OFFICER.**
- Served as storekeeper by maintaining necessary paint stocks in a very high range of varieties, liaised with production departments and various Depot managers.
- Managed front desk sales at the factory.

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- Eased flow of finished products in right time.
 - Systemized/Designed/Planned stores arrangements.
 - Managed 5 transport trucks, 5 executive cars.
 - Coordinated with various country/local transporters like Kara Roadways/Hassanali Esmail/Cargo Couriers/Super Man etc. Also arrange TRC Wagon Transport from Ilala goods shed.

M/s Tanzania printing services Ltd.

1995 – 1996

Cashier

- Handled bulk cash and carried out routine banking proceeds.
- Managed/Administered various building renovation works including Material procurement, labour control, etc.
- Played major role in the renovation of M/s Computer Center – opposite Daily News.
- Served as a purchasing officer for a variety of requirements that is from perishable to technical spare parts and printing press requirements.
 - Had to serve a group of sister companies.
 - Worked very independently under the directors.

M/s D.B.Shapriya + Co Ltd (Class I builders)

1990 – 1994

The Operations Manager

- Managed/Administered cash flow, building material procurement, labour force (about 100 workers), 3 building sites, fleet of trucks and fully equipped workshop stationed at Mtwara.
- Worked very independently with least supervision.
 - 1993: Dealt with trading of building steel and sundries
 - 1993: Owned and managed transport business with 2 seven toner trucks, now grounded.
 - 1994: Started side business in partnership dealing in grocery, wines and spirit.

Masasi Service Stores Ltd./Nitin Roadways Ltd.

1987 – 1990

- Worked/Assisted family business of ready-made garments, administered purchases, sales, credit control, accounts and routine banking procedures.

- Excellent References Available on request -