

Brijesh Upadhyay

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A result-oriented professional offering **over 9 years** of experience in Export Operations, store management, warehouse & inventory management and documentation & record-keeping & Export Administration and sales. Last 1.5 years of Experience specially in ceramic tile industry with export department in production planning, Logistic & supply chain and dispatch scheduling.



Experience

03/2020 to 11/2021

Sr. Executive – Operations (International Business)

Sunhearrt Ceramix, Ahmedabad

- Planning for Production with various different sizes and designs. Ability to handle over 1000 containers every month with planning and dispatch
- Check the cost management in various stages like in production, packaging, logistics, freight and many more. Knowledge of various kind of shipping and pallet packing descriptions
- Excellent command on ERP system to handle and output of various kind of reports. Monthly Report and Review meeting of past month positive & negative aspects
- Weekly meeting with sales team and Logistics for solving matter on urgent manner. Knowledge to handle FOB, CNF, CIF and other types of shipments with different lines.

09/2017 to 02/2020

Export Sales & Dispatch Manager

M M Integrated Steel Mills Ltd, Kampala, Uganda

- Administrator of all export activity including sales, documentation and verification.
- Contributing in planning for inventory management and maintaining documentation
- Documenting and managing the records using the Tally Accounting Software
- Maintaining timely delivery of materials at favorable terms to ensure smooth execution of export dispatch projects
- Tracking & monitoring export quality packing of finished goods and managing the sales cycle
- Recording the incoming payments from the credit clients and managing the cash customers

Previous Experiences

- Jan'16-Aug'17 - Estim Construction Zambia Ltd., Zambia as Admin Manager
- Dec'13-Nov'15 – Arusha Aggregates Ltd, Arusha, Tanzania

Highlights

- Six Sigma Foundation
- Production Planning & Strategy
- Client Relationship Management
- Export Sales & Dispatch Schedule
- Operational Planning
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Punctuality
- Good manners

Education

Bachelor of Arts

Shree Somnath Sanskrit University

April – 2010 with Distinction

Technical

- MS Office Full Package
- Tally (Accounting Tools)
- ERP

Language

- English
- Hindi
- French (A1)
- Swahili