****

|  |
| --- |
| 703 Mangaljyot Building,  Jodhpur Cross Road, Satellite,  AHMEDABAD 15  **Email:**[**siddivinayakbharat@yahoo.com**](mailto:siddivinayakbharat@yahoo.com)  **Mob:91-9898728075 Whatsup: 942 7799 609** |

**SKYPE: BAJ109**

**Bharat A Jingar Age: 48+**

Currently I have completed all self employed / contracted assignments on hand and free to take FIFO opportunity for long term opening. **All work experience certificates obtained, if needed by you.**

|  |  |  |
| --- | --- | --- |
| **CAREER EXPERIENCE** | **DOMESTIC - 17 Yrs** | **INTERNATIONAL - 6 Yrs)** |
| Total 23 years | Mumbai & Ahmedabad | Saudi Arabia & Nigeria |

|  |
| --- |
| **INDUSTRIES WORKED** |
| * FMCG/MNC, Bank, Computer/Media, Chemical, Construction/Real Estate, Textile, Retail/Mall. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SNo.** | **Name of Company** | **TYPE / CO. PRODUCT** | **employment Period /**  **salary** | **Reporting**  **to / REASONS FOR LEAVING** |
| 1) | ***Self employed/Freelancing:***:  Contract Management / HR Recruitment / Facility Mgt, Mall Mgt, Office Mgt, Property renovation & development Project, MIS, Business Mgt etc.  **M/s Asian Co. C/o Balaji Ent.**  M/s Austar.com.hk/.cn  **C/o sagarrubber.com**  **M/s Shree Medico, Ahmedabad** | **Construction /** Renovation  **Admin /** Facility Mgt  **Real Estate** Devp/  **Project** Management | **Sep 2010 to**  **Till Now** | **EA cum Project Manager**  **to**  **CMD** |
| **Note: Due to litigation matter at Mumbai for property theft worth Rs. 2 crore, frequent travelling**  **Involved, I opted self-employed/freelancing contract. Unfortunately, I lost it. No issue today.** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ROLE HIGHLIGHTS**:   * Assist in Turn-key projects Plan & liaison with branches and manage service excellence for all clients, * Initiate project planning and execution of project/service delivery through Engineers, Consultants, Contractors, others and manage them at site with the help of PMP PrimaVera P6 and/or Excel Sheet etc. * Surprise Auditing & Site Compliances follow-up Checking at site. * Project work for property renovation & development, Fire, Safety, Lift & Maintenance Contract. * Assist HR/ADMIN portfolio for Vaccum place ie. Recruitment to induction * Take Dictation, Agenda/Minutes, Filing, Collating Documents, Generate MIS * One-on-one Daily mails and emails drafting and execution & Diary Management * Contact Advertising Agencies for Webpage/product design, development and printing Catalogues | | | | |
| 2) | **PRIMA GROUP OF COS.**  12- Akinwande St, Lagos, Nigeria  [www.jotna.com](http://www.jotna.com)  Tel: +234 17619037/38 | FMCG/Beverage, Plastics,  Logistics, Pty Devp.(Mfg. &  Imp-Exporter) | APR-08-JUL10  ( 2.3 Yrs )  **USD 2200+500 + Benefits** | **EA cum Project Officer to Chairman/CEO**  **For Property**  **theft litigation**  **matter & disputes** |
| **ROLE HIGHLIGHTS:**   * Prepare annual plan/strategy & Power Point Presentation * Assist Chairman / CEO in managing his **strategic and operational role** ( Also Ensure all policies / procedures are complied with ) * Interact & co-ordinate at all Mgt. level for fortnightly KPI-KRA follow-up & Compliances * Manage / handle air / Hotel bookings + Mile Points & independent correspondence * Attend social welfare activities / charity / Guest-Visitors etc * Office Management includes general administration, Cash Handling, Prepare expenditure etc * Liaising with external parties such as Legal Firms, Govt, Banks and Business Partners   **Other Assignments given as and when needed:**  **Beach Resort Development & Mgt**:   * Independently Project completed & Additional maintenance-in-charge as Project Officer for Automobiles, Jetty, Boat, Jet ski, Swimming Pool & Staff administration etc.   **Real Estate / Project Mgt**:   * Assist Site Selection & Development as per Vaastu for Residence, Warehouse Mgt, Water Tabled, Mfg. Unit projects. * Review Real Estate contracts viz. AMC, construction, Leasing, Clearance Certificates etc. * Warehouse devp, water table project implementation and policy development, concentration R&D for beverages, staff training and development program | | | | |
| 3) | **Modern Terrry Towels Ltd,** P O Box-16,  Sanand, Ahmedabad, Gujarat  Tel: 2717-222373/464 | Textile-Towels, Napkins  ( Mfg &  Exporter) | AUG-06-APR-08  ( 1.8 yrs )  **Rs. 26,500** | **E.A to CEO /VP-HR-Admin**  **For financial prospect**  **(Sick Unit)** |
| **ROLE HIGHLIGHTS:**   * Co-ordinate with all HODs for business plan activity & generate MIS reports (Cotton Purchase/Production etc) and priotise in order as required. * Handle all incoming and outgoing mails / emails / correspondences. * Assist Project work preparation and presentation * Visit sites/Departments for inspection and Cross checking Reports submitted. * Assist **VP-HR** in Recruitment, Training, Appraisal System, Group policy/ strategy implementation | | | | |
| 4) | **I.T. EXPRESS**  106, Nirman House, B/s TOI, Ashram Road, Ahmedabad,  Tel: 079-6583662 | Trade Magazine  (Publisher) | JAN02-JUL06  ( 4.6 yrs )  **Rs. 25,000** | **HR/Admin Mgr**  **to Proprietor**  **Owner migrated.** |
| **ROLE HIGHLIGHTS:**   * Establishment of Office & Administrator for sales & marketing strategy implementation/Execution * MIS weekly generation of Sales & Marketing lead generation and final prospects reports * Market audit for trade magazine and develop image / awareness through Internet & Network * Assist customers / vendors for Advertising design and development | | | | |
| 5) | **WAGHBAKRI GROUP COS.,**  Waghbakri House, Ambawadi, Ahmedabad, [Tel: 2640-9631to36](Tel:079-2640-9631to36) | Tea,  Retail Stores  (Mfg & Exporter) | DEC98-DEC2001  ( 3 yrs )  **Rs. 20,000** | **Exe. Assistant to Chairman**  **For job satisfaction** |
| **ROLE HIGHLIGHTS:**   * Draft Letters and Emails / Fax, collating and filing * Take effective input from different depts., clients / suppliers for Tea Procurement & Testing and draft presentation as per requirement * Interact with Advertising Media for Print / Video Presentation and finalization * Tea promotion and health awareness events planning viz. Tea Cures Cancer * Presentation to Tea Board of India/ Associations for Tea Trade & promotion | | | | |
| 6) | **hsbc gROUP BANK,**  Saudi British Bank  PO Box 109, Jeddah 21411  Saudi Arabia Tel: +966 6512121 | Retail & Corporate Banking | SEP-93-SEP-1996  ( 3 yrs )  **SAR 7000 + Benefits** | **Exe. Secretary**  **To MD/Br.Mgr**  **( Saudisation Rule)** |
| **ROLE HIGHLIGHTS:**   * Handle all Administrative matters including shorthand/typing, drafting, prepare agenda/minutes, bank liasoning, mails, collating doc., filing, fax, Xerox etc * Promote Branch Sales & Marketing strategy implementation * Sr. Customer Service Rep. for , NRI, A/c Opening, Forex transaction , issue ATM/Credit Card, Remittances Back Office Teller, Conduct Branch A/c Audit * Co-ordinate pre-shipment-post shipment finance, R-Returns, Compliances, Authorisation / endorsement document etc. * Bank OS 420 software installation & Training provided to Saudi & expatriates at operational level and Performance Appraisal System implementation * Independent communication with HNWI / Customers | | | | |
| 7) | **RUMA ELECTRONICS PVT LTD,**  Unit No.2, Yamuna Devp. Corpn, Opp. Bail Bazar, Mumbai-70 <Tel:22-5127098> | Computers, Fax, Peripherals  (Import-Export) | NOV89 – SEP93  ( 4 yrs )    **Rs. 4,200** | **Exe. Secretary to M.D/Import Mgr**  **For better prospect** |
| **ROLE HIGHLIGHTS:**   * Draft import / export correspondence, telex/fax / Xerox operation * Perform shorthand & prepare agenda/Minutes * Open LC at Bank & prepare export / import documentation * Liaising with D.G.F.T / Bank / Customers for export-import compliances / returns etc. | | | | |
| 8) | **JAMSHRI SPG & WVG. MILLS CO. LTD,**  11-Vikas, Bank street, Fort, Mumbai-23  <Tel:22-2862410-251969> | Textile-Sarees, Cotton  Mfg &  ( Exporter ) | SEP-87 – AUG89  ( 2 Yrs )    **Rs. 800** | **Secretary to M.D/ Export Mgr.**  **For better**  **Prospect** |
| **ROLE HIGHLIGHTS:**   * Daily administrative duties like Electronic Typing, Telex, Faxing, Screen Telephones, Shorthand * Prepare Export documentation as per LC * Type Account Statements viz. Trading/P&L / Balance Sheet | | | | |

|  |
| --- |
| **ACADEMIC DETAILS** |
| **Name of Univ. / Institute** | **CITY** | **DEGREES / DIPLOMAS** | **YEAR** | **GRADE** |
| TASMAC, KC College | Mumbai | **M.B.A.** | 1993 | First |
| Bombay University | Mumbai | **B.COM** | 1987 | Pass |
| St. Xavier Institute of Management | Mumbai | **Dip.In Computer Science-PRGM**  **Certificate PrimaVera P6 PMP**  **IELTS-Aug2019( SAP/ERP knowledge)** | 1989  2017 | First  First |
| Natraj Institute | Mumbai | **Dip.Shorthand/Typing**-**90/60 wpm** | 1983 | First |
| Kohinoor Institute | Mumbai | **Dip. Electronics-TV& Wireman** | 1981 | First |

|  |
| --- |
| **QUALITIES / SKILLS** |
| * Planning/organizing/execution multi-tasks -Admin/HR, Marketing, Banking,Imp-Exp * Time & Quality Delivery management * Computer Savvy/ Programming Savvy, Easy Adaptability, PrimaVera P6 PMP | | * Self correspondence & Report writing / Maintenance, Innovative & Creative * Extrovert, Self Starter, Resilient & Can Do approach with new learning * Emphatic and Customer Service oriented |

|  |
| --- |
| **PERSONAL DETAILS** |
| **Languages known** | Gujarati, English, Marathi & Hindi ( Fluency – Written & Spoken) |
| **Family background** | Retail Men/WomenWear Parlour & Garment Mfg. Business |
| **Family Members** | Independent small family with Wife & Daughter (1st Year MBBS ) |
| **Passport No. & Date** | K5885530 DoI-23/11/12 DoE-22/11/2022 |
| **Driving License** | Yes ( Two & Four Wheelers ) |

|  |
| --- |
| **REFERENCE LIST** |
| 1. Mr. Mahinder Vaswani, Chairman & CEO ( email: [mvaswani@jotna.com](mailto:mvaswani@jotna.com)   Mob: 002348037750806 Nigeria, UK +44 7917 739248, [www.jotna.com](http://www.jotna.com) | |
| 1. Mr. Milan Jariwala, GM - Finance, Draft Air, Ahmedabad, India   Mob: 91 8460084000, Email: milanjariwala@yahoo.com | |
| 1. Mr. P O Desai - Chairman, Waghbakri Group of Cos - +91 9924131699   Email: [feedback@waghbakritea.com](mailto:feedback@waghbakritea.com) | |
| 1. Mr. Rajesh Rasania, Director, Rainbow Industries Ltd   Mumbai, Mobile : 91 98210 37859, Email: rrasania@hotmail.com | |