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| 703 Mangaljyot Building, Jodhpur Cross Road, Satellite, AHMEDABAD 15**Email:****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.**

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

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

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| **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
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| 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
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| 3) | **Modern Terrry Towels Ltd,** P O Box-16, Sanand, Ahmedabad, GujaratTel: 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
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| 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
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| 5) | **WAGHBAKRI GROUP COS.,**Waghbakri House, Ambawadi, Ahmedabad, Tel: 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
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| 6) | **hsbc gROUP BANK,**Saudi British BankPO Box 109, Jeddah 21411Saudi 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
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| 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.
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| 8) | **JAMSHRI SPG & WVG. MILLS CO. LTD,** 11-Vikas, Bank street, Fort, Mumbai-23Tel:22-2862410-251969 | Textile-Sarees, CottonMfg &( 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
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| **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)** | 19892017 | FirstFirst |
| Natraj Institute | Mumbai | **Dip.Shorthand/Typing**-**90/60 wpm** | 1983 | First |
| Kohinoor Institute | Mumbai | **Dip. Electronics-TV& Wireman** | 1981 | First |

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| **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
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| **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 ) |

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| **REFERENCE LIST** |
| 1. Mr. Mahinder Vaswani, Chairman & CEO ( email: 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 |
| 1. Mr. Rajesh Rasania, Director, Rainbow Industries Ltd

 Mumbai, Mobile : 91 98210 37859, Email: rrasania@hotmail.com |