



# DARSHAN PARGAVKAR

## OPERATIONS MANAGER (10 YEARS UAE EXPERIENCE)

### SUMMARY

- \* Managing and control Administrative, Warehouse and logistics operations.
- \* Become a leader for all Admin, warehouse and logistics staff.
- \* Make planning supervision and administration works.
- \* Training and organize to the admin staff.
- \* Oversee the work of other admin staff to comply with work standards.
- \* Preparing minutes of meeting.
- \* Managing and control all goods entering and leaving according to the SOP.
- \* Check items received according to SOP.
- \* Ensuring the availability of goods according to needs.
- \* Ensuring the activity of goods entering and running smoothly.
- \* Report all transactions in and out of goods to and from the warehouse.
- \* Managing and control Import-Export Shipments.
- \* Dealing with custom department (Inspection, Documents clearance, etc.)
- \* Dealing with Freight Forwarders and shipping lines.
- \* Dealing with transporter companies for regular transportations.
- \* Make a plan for the procurement of goods and their distribution.

### WORK EXPERIENCE

**Designation: Operations Manager (W/H & Logistics) (January 2019 to January 2020 – 1.1 Year)**

**Establishment: R R Electrical Middle East FZC, SAIF Zone, Sharjah, UAE.**

Trading to Middle East, Africa and GCC countries of electrical goods.

- \* Handling all the operations of warehouse and logistics department.
- \* Report (GRV & GDV) all transactions in and out of goods to and from the W/H.
- \* Monitor racking and fork lift operations when goods in and out.
- \* Handling custom clearance of the receiving and dispatching shipments.
- \* Making documents for export shipments (Invoice, PL, COO, and BL).
- \* Leading and guide all the warehouse and logistics staff for team work.
- \* Preparations of packing and loading of goods on or before time of shipment.
- \* Maintain inventory, stock and match with custom department records.
- \* Handling administration responsibilities also.

**Designation: Operations Manager (Admin, HR, PRO, W/H & Logistics, Custom, Import-Export) (February 2014 to June 2018 – 4.5 Years)**

**Establishment: Al Sharaf Enterprises FZC, SAIF Zone, Sharjah, UAE.**

Trading to Middle East and Africa of automotive products (Clutch Parts).

- \* Handling whole plant and their responsibilities.
- \* Direct reporting to the Managing Director.
- \* Leading admin, warehouse and logistics team and handling all operations.
- \* Updating company database, record maintenance and documentation.
- \* Coordinating with head office regarding all the operations.
- \* Handling all PRO related works and immigrations works.
- \* Make a plan for the procurement of goods and their distribution.
- \* Managing and control all goods entering and leaving according to the SOP
- \* Ensuring the availability of goods according to needs.
- \* Supervise packing and loading of goods on or before time of shipment.
- \* Making documents for export shipments (Invoice, PL, COO, and BL).
- \* Handling custom clearance of the receiving and dispatching shipments.
- \* Dealing with freight forwarder & shipping lines for the quotation of the shipment.
- \* Manage relationship with vendors, suppliers and transporters.

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### QUALIFICATION

BBA from IIMT- INDIA

### CONTACT

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Temp. Add.: Sharjah

### VISA STATUS

On Visit Visa

Valid Till: 11 October 2024

### UAE LMV DRIVING LICENSE

License No.: 139566

Issue Date: 05-05-2013

Expiry Date: 04-05-2023

### PRACTICAL KNOWLEDGE

Warehouse Operations

Logistics Operations

Import-Export

Custom Works

PRO Works

Immigration Works

Administrations Works

HR Related Works

### SKILLS

M S Office

Basic Accounting

Team Handling

Excellent Communication

People Management

Internet Surfing & Research

Record Maintenance etc.

### LANGUAGES

English \* \* \* \* \*

Hindi \* \* \* \* \*

Gujarati \* \* \* \* \*

Marathi \* \* \* \*

# DARSHAN PARGAVKAR

## OPERATIONS MANAGER (10 YEARS UAE EXPERIENCE)

### PERSONAL INFO

DOB: 10<sup>th</sup> October 1984  
Sex: Male  
Marital Status: Married  
Nationality: Indian  
Passport No.: R2343487  
Expiry Date: 03-04-2027

**Designation: Administrative Executive (June 2009 to November 2013 – 4.6y)**

**Establishment: Blue Star Automatic Industry, Ajman, U.A.E.**

Doing Job works of Garments Industries. (Washing Industries Garments).

- \* Handling all the operations and labours of the company.
- \* Making plan for productions and delivery according to the orders.
- \* Dealing with customer and suppliers that facilitate smooth flow of service.
- \* Updating company database, inventory record and documentation.
- \* Making Invoices of the completed job works.
- \* Handle semi accounting, petty cash and salary of the labours
- \* Dealing with drainage services providers.

**Designation: Plant Manager (July 2020 to Dec 2023 – 3.6 Years)**

**Establishment: Zamy Beverages, PCMC, Pune, India.**

Manufacturing carbonated and noncarbonated soft drinks.

- \* Handling all the operations and admin staff of the company.
- \* Assisting and reporting to Managing Director.
- \* Prepare minutes of meeting.
- \* Purchase raw materials from the vendors.
- \* Manage relationships with vendors and suppliers that facilitate smooth flow of service.
- \* Monitoring productions and delivery according to the orders.
- \* Solve technical issues and staff issues in the company.
- \* Handling all administrations works.
- \* Updating company database, record maintenance and documentation.
- \* Hiring new staff as per the requirements of the company.
- \* Training and organize to all staff of the company.

I hereby declare that the information furnished above is true to the best of my knowledge.

If give me a chance to serve under your kind control, I prove my ability in all fields and work to the utmost satisfaction of my superior.

Thanking You,  
Yours Faithfully  
*Darshan Pargavkar*