



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.

QUALIFICATION

BBA from IIMT- INDIA

CONTACT

M: 0545680385, 0582517147

E: darshan10101984@gmail.com

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: 10th 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