

CURRICULUM VITAE

DINESH SINGH

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CAREER OBJECTIVE

Aiming toward career augmentation in International Operation, Marketing & Sales at Senior Level with a Premier and Growth Oriented Organization.

PROFESSIONAL SYNOPSIS

- ⇒ Having graduate degree in Commerce / PG Diploma in computer application and exposure to **SAP R/3** ERP software. More than 20 years of experience in export, import, business development, vendor development, sourcing, logistics and commercial operations.
- ⇒ Acquired wide exposure in identifying marketing trends, targeting prospective clients for securing repeat business and enhancing profitability.
- ⇒ Adept in handling commercial operations related to export-import documentation, follow up matter pertaining to Custom/ CHA/ Bank, Liaising with Govt. authorities.
- ⇒ Managing all matters related to logistics, shipment planning & dispatch.
- ⇒ Acquired wide exposure in matters related to International Marketing/sales and played an important role in developing channel partners for enhancing profitability & market share.
- ⇒ Excellent interpersonal, analytical & negotiation skills & a proven track record of spearheading numerous cost innovation projects during the career span.

Countries Traveled: China, UAE, Sri Lanka, Russia, Thailand, Malaysia, Cambodia, Vietnam and Nepal (for business development, vendor & product development purpose).

ORGANIZATIONAL HIGHLIGHTS

Felix Rubbers International

December 2013 – Till Date

General Manager (International Business & Operations)

Felix Rubbers International is a trading company and involved in trading of **Tyres, Automotive batteries, Alloy Wheels, Paper, Tyre repair products, Minerals & Metals, Grease, Lubricants and food items.**

KEY RESPONSIBILITIES

1. Import of various products from China and Europe like Tyres, Automotive Batteries, Alloy Wheels, Automotive Tools and food items.
2. Business development
3. Handling entire exports of the company for Middle East, South Africa, Sri Lanka, Malaysia, Vietnam, Bangladesh, Europe, South America, Fiji
4. Managing all activities pertaining to Advertising and Promotional activities.
5. Continuous launch of new products in international markets after identifying customer's requirement.
6. Managing timely execution of all export orders
7. Handling Government and statutory compliance.
8. Controlling all matters related to logistics, shipment planning & dispatch.
9. Negotiation with Shipping lines/Freight Forwarder/Transporters.

Singla Polymers
Manager (International Business & Operations)

April 2011 – December 2013

One of largest manufacturers of “**Tread Rubber, Bonding Gum, Tyre and Tube repair Patches**” and enjoying excellent brand image “**LMS**”.

KEY RESPONSIBILITIES

1. Business Development
2. Achieving Sales targets for assigned market
3. Collecting information, feedback & statistical data on export opportunities of our products in different countries.
4. Coordinating with Plant & Warehouse for timely execution of all export orders
5. Coordinating with CHA/Customs for timely clearance of shipment & compliance with statutory needs.
6. Order tracking starting from confirmation to delivery
7. Managing complete documentation
8. Negotiation with Shipping lines/Freight Forwarder/Transporters.

Buoysail Tr. Est, Sharjah, UAE
Manager (Documentation)

December 2010 – March 2011

Buoy Group is professional & diversified Group of Companies extensively involved in the field of Trading of **Ferrous & nonferrous scrap, Cash buying of Scrap Ships, Ship chartering and Ship Management.**

It is strategically located in India, United Arab Emirates, United Kingdom, South Africa, Kuwait , Cameroon and Benin for handling its diversified business interests.

KEY RESPONSIBILITIES

1. Managing complete documentation (LC, DP and Advance)
2. Arranging Pre Shipment Inspection Certificates (PSIC) from WALSI and Alex Stewarts
3. Liaisoning with Bank for follow up of LC and export documents negotiation
4. Checking of LC and arranging required amendments from buyer.
5. Coordination with Banks regarding discrepancies handling.
6. Preparation of Insurance certificates.
7. Order tracking

Unipatch Rubber Ltd.
Astt. Manager (Export Operations)

July 2003 – August 2010

Part of Khemka Group of Companies. Market leader of “**Tyre and Tube repairing Materials**” and enjoying excellent brand image “**OMNI**” based on the technical collaboration with **M/S Tech International Inc. U.S.A.**

KEY RESPONSIBILITIES

1. Managing complete documentation of exports.
2. Coordinating with Plant & Warehouse for timely execution of all export orders.
3. Coordinating with CHA/Customs for timely clearance of shipment & compliance with statutory needs.
4. Negotiation with Shipping lines/Freight Forwarder/Transporters.
5. Keeping a close tab on all export receivables & export incentives due to the Co.
6. Preparing MIS report as required by the Management for internal control purposes.

Ralco Exports
Export Astt.

June 2000 to July 2003

Ralco Exports is a group company of Ralson India Ltd. Ralson India Ltd. is market leader in manufacturing of auto and bicycle Tyre and Tubes and enjoying excellent brand image "RALCO".

KEY RESPONSIBILITIES

1. Documentation work pertaining to exports.
2. Preparation of Bank realisation certificate
3. Preparation of Insurance certificate
4. Punching of sales orders in **SAP R/3**
5. Coordination with Shipping Lines

QUALIFICATION

Academic:

B.COM. (1994)

Ch. Charan Singh University, Meerut, (Formerly Meerut University, Meerut)

P.G. Diploma in Computer Application (1998)

Priyadarshini Multimedia Training Center, Pargati Maidan , New Delhi

Technical:

Good working experience on ERP Software (MySAP, R/3), Export Management Software (EMS), MS. - Office.

**Training &
Certificates:**

1) Export Management Development Program (MDP) organized by (SISI) Small Industries Services Institute (Govt. of India), New Delhi

2) L/C & Documentation Program organized by PHD Chamber Of Commerce, New Delhi

3) Internal Auditors Program on ISO 9001: 2000 organized by URS Inspection Ltd., New Delhi

PERSONAL INFO.

Fathers' Name :

Late Shri Raghuvir Singh

Date of Birth :

30th June 1973

Marital Status:

Married

Passport No. :

T5853290

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