

VIKRAM NAIK

Experienced Executive Manager | Expert In Export-Import, Wholesale Trading, Accounts & Finances | Proficient In Purchase And Logistics

42, Sarvoday Society, Nr. Police HQ. Abrama Rd, Valsad, Gujarat - India

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Work History

Executive Manager | MKJS International Lda,

Luanda - Angola | January 2016 - July 2023

Company Profile: Leading wholesaler and retailer for Cosmetics/ Food & Household products.

Dynamic and results-driven professional with extensive experience as an Executive Manager in the wholesale and retail industry. Proven track record of effectively managing teams and overseeing various departments, including accounts & finances, export-import & logistics, warehouse management, trademark registration, and human resources. Seeking to leverage leadership skills and expertise in operations management to drive success in a new role.

- Managed a team of 20 individuals, overseeing departments such as accounts & finances, export import & logistics, warehouse management, trademark registration, and human resources.
- Coordinated effectively with the corporate office and director, ensuring seamless communication and execution throughout the organization.
- Authorized to make managerial decisions on behalf of the company, demonstrating a high level of responsibility and trust.
- Proficiently handled the entire process of importing goods, including the management of necessary documents, licenses, accounting, and execution, contributing to the company's success.

Accounts & Admin Unit Head | Jayco Safety Products Pvt. Ltd

Valsad, Gujarat - India | January 2011 - December 2015

Company Profile: Leading manufacturers & exporters of Industrial Safety Products including Hand Gloves, Dust & Nuisance Odors Respiratory Protection Equipment, Eye Wash Safety Showers / Portable Decontamination Showers, Disposable Personal Protective Wear, Fall Protections / Full Body Harness / Safety Nets, etc.

Skills

Fundamental Platforms: MS Office 365, Tally ERP, Primavera, PHC., Team Leadership and Management, Operations Management, Financial Management & Accounting, Inventory Management, Logistics and Supply Chain Management, Regulatory Compliance and Documentation, Human Resources Management, Relationship Building, Customer Relationship Management, Administrative Expertise, Communication & Interpersonal Skills, Problem Solving, Strategic Planning & Decision Making, Export-Import & Logistics Management, Responsibility & Accountability, International Business Knowledge, Document Management

Languages

English, Portuguese, Hindi, Gujarati, Rajasthani - Speak, Read & Write.

- Responsible for generating and submitting unit reports including Management Information System (MIS), Inventory, and Administration to the head office and Finance Head, ensuring transparent and accurate reporting.
- Effectively coordinated with banks, managing bank reconciliation, and overseeing accounts receivable/payable management to maintain financial stability.
- Implemented robust inventory control measures at the stock level, ensuring optimal stock levels and efficient coordination with the team.
- Managed the complete administrative functions of the entire unit, including Human Resources (HR), salaries, and maintenance, ensuring the smooth operation of the unit.
- From 2011 to 2013, successfully handled the same profile for Sister Concern Company “Promax Safety & Fire Services” of Jayco Safety, demonstrating expertise and dedication. Promoted to Jayco Safety in 2013 for complete control of the above profile.

Business Development Partner | Religare Securities Ltd

Valsad, Gujarat - India | May 2009 - August 2011

- Achieved a remarkable 400% increase in sales within our territory, demonstrating strong business acumen and sales expertise.
- Honored with the company's highest sales award for an impressive four consecutive years, reflecting consistent top-tier performance and dedication.
- Developed and delivered an exceptional sales training course, impacting approximately 250 clients in the business, showcasing a commitment to enhancing sales capabilities and fostering client relationships.

Education

Bachelor of Commerce (B.Com)

- Coursework in Accounting, Financial Analysis & Control Financial Management, Human Resource Management and Business Budgeting.
- Specialized in Accounts.

May 2010 - May 2013

Shridhar University | Rajasthan, India.