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| **DEEPAK CHAWLA**  **Contact Details** | |
|  | **House No 577,**  **Sector - 09,**  **Faridabad -121006 (HR) India**  **E-mail:** [**chawladk@yahoo.com**](mailto:chawladk@yahoo.com)  **Tele : 0129-4873620**  **WhatsApp/Mob : 9868518837 Skype: deepak.chawla16** |

**Post Sought** - Export/Import, Intentional Tendering, Sourcing Plant /

Equipment/Products /Plants Machinery, Liaising and

Administration etc

**Brief Details**

**Nationality** - Indian

**Qualification** - Graduate in Arts from Punjab University

Chandigarh – 1974

* Certificate Course - Export Promotion, Procedure & Documentation.
* Certificate Course–Marketing Management and Export Promotion.
* Computer proficiency.

**Date of Birth** - 09.08.1954

**Experience**  - 42 years plus in different field of trade including

Export/ Import, Liaison, Administration,

International Tendering etc.

**Countries Visited** - USA, Vietnam - Bangkok, Dubai, Ghana **–** Nigeria. I

have got USA B1/B2 VISA valid till June 2029.

**Family Status** - Nil encumbrances. Seek an opening /enablement to

serve any organisation with dedication. Presently

family members are located in personal house as

under:

**Wife** - Retired PGT from Haryana State education service

**Son** - B.Tech. (Electronics & Tele communication) working

With MNC at Gurgaon.

**Daughter-in-Law** - English Teacher in Heritage. Gurgaon

**Daughter** - Done her masters in Oncology from Nottingham University UK. Presently pursuing as Research Assistant and doing PhD in Computational Biology in one of Delhi Institute

**Brief of Employment** - Graduate in Arts with more than 42 year experience

on varied work assignments to include Export/Import, Liaison/ Administration etc functions in planning, co- ordination and documentation for export and other industries/ organisations. The employment profile is indicated as under:

**Ruby International Traders Delhi. - Export Manager** (Aug 2011 to May 2020)

Company a Merchant Exports having their offices in

Africa. Company was participating in International Tenders in African countries only for various products viz. Laboratory/Scientific Equipments, Chemicals/ Regents, Hospital Equipments and Furniture, Plants and Machinery etc. Job responsibilities include preparation of tender documents, sourcing of products required in the tenders etc.

**R.M. COMPONENETS PVT. LTD.** - **Plant Manager** (Sep 2009 to March 2011)

**FARIBABAD** The Company is manufacturing Auto mobile and other

Engineering components for internationally reputed

Companies like JCB. LG Samsung, Maruti etc. Responsibilities include General Administration, Production Planning, coordination with the buyers and suppliers. Liaisoning with the Govt. Departments for necessary approvals & licences.

**WEIZMANN LTD. MUMBAI** - **Liaison/Purchase Officer** (Feb. 2008 to Sept. 2009.

Company is having 5 Small Hydro Projects in

District Chamba (HP). Liaison with Central & govt

departments for getting necessary clearances &

approvals. Responsibilities also include purchase of

machinery and arrange other material.

**K.K.K HYDRO POWER LTD** - **Manager Commercial** (Sep. 2005 - July 2007)

**FARIDABAD** Responsibilities include Documentation,

Correspondence liaison with Central and state

Govt. departments for getting necessary clearances

& approvals.

**P.I.PHARMACEUTICALS PVT**. - **Manager** (Oct 1996 – May 2005) A group of **LTD.FARIDABAD** companies manufacturing and exporting Health

Care Pharmaceutical and Cosmetics Products

Responsibilities include general administration

liaison with national and international companies.

Started export of the company and was responsible

for documentation timely shipments.

**MICROPLUS EXPORTS PVT. LTD.** - **Export Manager** (3.7 Years) A Trading House having **NEW DELHI** having associate offices inMoscow and Germany. The

company exports Knitted, Woven Garments , Leather

Garments/Goods Coffee, Tea etc. Was holding

independent charge of following company’s operations

with directly reporting to the Managing Director. Job

responsibilities included office administration & other

operations such as:

* Sampling and sourcing new products.
* Fabrication & QC of the Woven, Knitted & Woollen Garments.
* Export Documentation/Shipments.
* Attending visiting customers and incoming inquiries.
* Correspondence with business counterparts in India and abroad.

**INDIAN HANDICRAFTS** - **Sr. Executive** (November ’89 - July 91) Reporting the **NEW DELHI** General Manager. Performed all assigned tasks in the

area of documentation liaison with DGFT (Earlier

JCCI & E) ITPO (Earlier TDA/TFAI), Buying Houses,

RBI etc Job responsibilities also included arranging

Inspection of shipments by Buying Houses, SGS & other

inspection agencies etc in and out of Delhi .

**THE ORIENTAL SCIENCE** - Worked for 13.5 years in different capacities at Head **APPARATUS WORKSHOPS** office at AmbalaCantt & Branch office at Delhi

**AMBALA CANTT** EXPORT EXECUTIVE (April ’76 – June ’81) Liaison

with Embassies & Govt. Deptt. Like EEPC, RBI ,ITPO

(Earlier TDA/TFAI), DGFT (Earlier JCCI&E)

- **BRANCH MANAGER** – **DELHI** (July ’81 – Sept. ’82)

Was managing the Delhi Branch Office. Responsibilities

includes follow up Tenders with various educational

institutions, Govt. Dept e.g. FCI, CWC, Defence , Naval.

- SR. EXPORT EXECUTIVE–AMBALA CANTT (Sept 82 –

Oct’89)

* Preparing International Tenders & offers on other

foreign inquiries.

* Managing quality control and executing timely shipments.
* Coordinating visits of foreign buyers/delegations.
* Coordinating participation in exhibition in India & abroad & in this connection travelled India & abroad.

**WONDERAX LAB. (INDIA) PVT. - Commercial Officer Trainee** (1.3 Years)Worked

**LTD. NEW DELHI** initially as Commercial Officer Trainee. Acquired

training & got exposure to General Administration, Sales

and Marketing of Cosmetic Goods**.**

**(Deepak Chawla)**