

Deepa Gangwani

4/2/2021



BUR DUBAI
0503867305
deepa.parwani@yahoo.com

OBJECTIVES

Seeking a rewarding position in a progressive environment, involving high degree of responsibility, offering challenging assignments which will capitalize on my accumulated knowledge, skill and experience to provide an atmosphere for professional growth based on performance and accomplishments with matching monetary benefits.

SKILLS

LOGISTICE, PURCHASE, DOCUMENT CONTROLLING, ANALYTICAL, DATA MANAGEMENT, LEADERSHIP, PROBLEM SOLVING, OWNERSHIP, EMAIL MANAGEMENT

EXPERIENCE (DXB)

Purchase Executive **FOODSTUFF TRADING LLC**

Dec/2020 – Mar/2021

Preparing Data, Sending Enquiries, Comparing Quotations, Local Purchasing Orders and Credit application etc process and follow-up

Proficient with document controlling

Coordinating with Logistic team(Ras al khor, Sharjah, UMM Ramol) and Supplier(Local) during entire buying process

EXPERIENCE (DXB)

DOCUMENT CONTROLLER/LOGISTIC COORDINATOR | **METWORLD DMCC**

AUG/2019–SEP/2020

Proficient with document controlling

Handling Draft B/L, Invoices and Payment follow-ups

Coordinating with load port (Abidjan, Dakar, Togo & Conakry) and Buyers (India, Italy & Korea) during entire buying and selling process

EXPERIENCE (INDIA)

SENIOR TRAINING MANAGER/ HR TRAINER

| **FUTURE GENERALI IND INSURANCE, GUJARAT**

DEC/2016 – NOV/2017

Identifying and assessing future and current training needs

Drawing an overall or individualized training and development plan Deploying a wide variety of training methods

EXPERIENCE (INDIA)

CIRCLE TRAINING MANAGER (BANCCA) GUJARAT

| MAXLIFE – AXIS BANK, GUJARAT

NOV/2015 – DEC/2016

Conduct induction programs for new joiners as axis bank and Max employees.

Providing administrative support for entire Gujarat and managing queries

MaxLife Working on SP licensing and AML, Preparing regular reports & Publishing MIS on daily basis

EXPERIENCE (INDIA)

TERRITORY TRAINING MANAGER GUJARAT

| RELIANCE LIFE INSURANCE, GUJARAT

NOV/2010 – NOV/2015

Conduct recruitment and team management sessions for CDAs

Designing training courses and materials to meet the training needs of the company.

Consulting various departments and understanding their training requirements

Support sales team to convert the business

EXPERIENCE (INDIA)

CLUSTER TRAINING MANAGER A'bad

| TATA AIA LIFE INSURANCE, GUJARAT

AUG/2007 – OCT/2010

Conduct recruitment and team management sessions for CDAs

Designing training courses and materials to meet the training needs of the company.

Consulting various departments and understanding their training requirements

Support sales team to convert the business

EXPERIENCE (INDIA)

SALES MANAGER PALANPUR

| ICICI PRU LIFE INSURANCE, GUJARAT

NOV/2004 – AUG/2007

Recruitment of new advisors, Trained them and sourcing the business

EDUCATION

NORTH GUJARAT UNIVERSITY

Commerce graduate in 2002

Loma-Licentiates-Associate Passed from III

VISA STATUS: CURRENTLY ON HUSBAND VISA