

Ravi Kanji Chavda

1-A 42 "Amber" Kalpataru Aura opp Rcity mall LBS marg Ghatkopar-West Mumbai-86

rave_chavda@yahoo.co.in /+ 91 9769494083

1st May 1988

Visiting Faculty for Management courses – SIES college, Somaiya college and IIAM College (oct 2019)

- Teaching management subjects like Production and TQM, Retail Management, E-commerce and Digital Marketing, Rural marketing, Business ethics, Business Demographics and Marketing and service management to under graduates.
- Contributed towards syllabus formation for BBM and BBA (hons) courses for Somaiya University
- Visiting Faculty for M.com (Business management), Somaiya University
- Under taking case studies, group activity, assignment for better understanding of the subject
- Seminar on crisis management and overcoming failure
- Guidance on seeking jobs, internship and start-ups

Business Exposure (April 2017)

Urvashi Logistics/M K Transport- Founder/Partner

Job Responsibilities:

- Logistics partner with Reliance Industries Limited and Nayara Energy (formerly known as Essar Oil).
- MS/HSD transportation for their refinery to various states of India.
- Annual turnover of both the firms with respect to transportation cost is Rs. 8 Crores.
- Planning, execution and contingency management of fleet and work force.
- Management of fleet of over 50 tanker and 100 operators.
- Cashless and real-time management of payment and fuel.

Bank of India- Manager (Trade Finance/Foreign Exchange) April 2013-oct 2016

Opera house MCB; duration-3 years 6 months

Bank of India –Manager- Department Head (Trade Finance/Foreign Exchange) Sept 2017 –Nov 2018

Bullion Exchange Branch; Duration- 1 year 4 months

Job Responsibilities:

- Managing Start to end all process of various products of Trade Finance Eg:- Letter of Credit, Bill Discounting, Export Packing Credit, Buyers Credit, Bill Lodgement and payment.
- Managing Import remittance of various types:- Advance, under LC, part and full bill payment
- Checking of documents under LC, its processing in the core banking platform and its transmission in swift alliance/ Finacle.
- Checking, updating and processing of inward remittance in various NOSTRO accounts and its reconciliation.
- Initiating and processing of NEFT and RTGS Transaction
- Processing and transmitting of FDs in all major currencies
- Preparing, Checking and Transmitting swift messages i.e MT103, MT202, MT700, MT999 etc
- RBI and Audit compliance, FEMA Guidelines, UCP 600 Compliance, LRS, Guidelines of Import payment and gold import.
- Managing current customer and acquiring new customers of trade finance
- Generating fee based income for the branch
- CC & OD accounts, post disbursement compliance & liaising with customers
- Advances in trade finance (issuing, scrutiny and transmission of Letter of credit
- Enrolling and roll-over of Buyer's credit, Bank guarantees, packing credit, bill Discounting)
- Processing of import and export documents, transmission on finacle and swift alliance
- Quarterly/ half yearly statement reporting , XOS, Statements of flow of funds, Bal statement etc
- Business development and other post sanction scrutiny and compliance

Bank of India – Finance Executive MMGS-2 Oct 2012-April 2013

Ahmedabad LCB; duration-6 months

Job Responsibilities:

- Credit monitoring-monitoring advances accounts
- Disbursement of loans
- Maintaining drawing power through stock statements
- Scrutiny and compliance of post sanction requirement

Internships

- **State Bank of India-Summer internship, July 2011-Aug 2011,**
Generating revenue for bank through AC&P products- analysis of sectors employing blue-collars employees

Promoting use of alternate channels for efficiency and cost reductions

- **Vodafone – May 2011-June 2011,**
Alternate channels of recharge available on the move- UFO (unique flying outlet)
Selling of “chutta” (denominations of Re. 1& 2) recharge to retail stores
- **Kotak Mahindra bank- Dec 2010,**
Project on increasing “casa ratio” by generation of current accounts of newly registered companies
- **Orpat (Ajanta clocks)-Dec-2010,**
Understanding the business model of the company and making it more relevant for revenue generation in the current market scenario

Academics

Course	Institute & University	Year of Passing	Aggregate Percentage
Post graduate Diploma In Management (Marketing)	Welingkar institute of management development and research Matunga Mumbai	2012	70%
Bachelor of science (B.Sc.)	SIES college of Arts, Science & Commerce, Sion Mumbai	2009	78.5%
H.S.C.	SIES college of Arts, Science & Commerce, Sion Mumbai	2006	60.17%
S.S.C.	Fatima convent high school, Bhavnagar	2004	82.43%

Academic Projects

- Banking project on NPA(non-performing assets) and its impact
- Project on Modern banking, recent initiatives (2012) & future trends in banking
- Research project on changing consumer behaviour in India
- Research project on E-commerce in Indian context

Positions of Responsibility

- Event Co-ordinator for “PRAYOG”(Science fest SIES college)
- Event Co-ordinator for “XZOOBERANCE”(zoology fest SIES college)

Achievements, Awards & Certifications

- Topped in T.Y.B.Sc in SIES college of Arts, Science & Commerce -2009
- Won various Scholarships at Graduation level(Shri C.V.Radhakrishnan scholarship,Shri Jayaram Mani scholarship) - 2009
- Won various prizes for Extempore competition
- Stood 4th ALL INDIA CATHOLIC HIGH SCHOOL ASSOCIATION GK CONTEST
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Extra-Curricular Activities & Interests

- Reading autobiographies
- Playing Cricket
- Travelling

Declaration:

I hereby certify that the particulars given above are true to the best of my knowledge and belief.

Place: Mumbai

Date: 10th Mar 2021

