



Yogesh Bhatt
B. Com, LL.B, Company Secretary
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CURRICULUM VITAE

Profile: An Optimistic hard working commerce graduate, with 11 years Gulf Country Experience & 13 years in India Operation, Project, Finance, Legal administration seek a Challenging assignment that fully leverages my skills and abilities, will be able to work Independently and as a team member.

PROFESSIONAL EXPERIENCE:

Present engagement:

I have been managing Hotel Business ie Hotel Global in, Naroda, Vanya Palace GIDC Kathwada and Hotel Madhav since March ,2016.

Al Dania Garden Center WLL : Qatar Finance Manager from October, 2010 to February, 2016

- 1) Finalization of accounts and preparing financial report.
- 2) Participate in preparing Company policy matter.
- 3) **Control and Manage sister concern company: Dolphin Travels, Qatar Free Hold (Real Estate Co.), Patagonia Restaurant, Dolphin Technologies WLL (MEP Company)**
- 4) Handling Patagonia Restaurant project from start to end. Finalization of contracts, agreement, coordinates with consultants and arranging required approvals from concerned government authorities. Verifying payments to contractors and checking progress.
- 5) Handling maintenance of Studio flats (Qatar Free Hold), preparing Rent agreements and collecting rent from tenant.
- 6) Managing MEP requirement for Diplomat Tower Project, attending meetings and supervise work in progress and update to the Chairman.
- 7) Involving in Project Management, Financial matter, Legal agreement.
- 8) Reporting to the Chairman of Dolphin Holding Group Company.

Precious Establishment LLC: Muscat, Oman (Bateel & Patchi) Operation Support Manager from January, 2009 to September, 2010

- 1) Well-known internationally brand having three showrooms of Patchi and One showroom of Bateel in sultanate of Oman. Handling Operations Department in regards to the requirement of showroom: - Regular supply products, Visual Merchandising display, Staff training, Promotions etc.
- 2) Improve the operational systems, process and policies by supporting better management reporting, information flow and management, business process and organizational planning.
- 3) Manage and increase the effectiveness and efficiency of support services, through improvement to each function as well as coordination and communication.
- 4) Dealing corporates orders, placing orders with franchisor and coordinates with all branches for their requirements.
- 5) Supervise the corporates accounts and submit outstanding statements.
- 6) Meeting with sales person and help them to achieve target.

Tawfeeq Almoayed Commercial Co. WLL (Bateel) Bahrain Operation Manager from February, 2004 to June, 2008.

- 01) Day to day manage the operations of Bateel Branch in regards to Staff Development, Training, Monitoring Retail Sales, Customer Services, Visual Merchandising Display,
- 02) Coordinating with Franchisor Bateel Dubai about the Purchase order, Staff Training,
- 03) Setup Bateel Unit at Bahrain Duty Free. Liaising with Duty Free Management in regards to LPO and regular supply.
- 04) Preparing budget, setting sales target and attending meeting with corporates customers for their requirements.
- 05) Preparing monthly reports about purchase, sales, payments to franchisor, staff salary, maintenance etc
- 06) Arranging audit of accounts. Finalization of accounts.

Santaram Spinners Limited (Listed Company) India: Asstt. Company Secretary (Legal & Finance Deptt) 1995 - 2004

- 1) Compliances of legal formalities under the Companies Act and other statutory Laws
- 2) Conducting Board meeting, Shareholders meetings and maintaining minutes of the meeting.
- 3) Drafting Boards Resolutions, Shareholders Resolutions, Notices, and legal agreements etc.
- 4) Handling work related to incorporation of Company
- 5) Coordination and correspondences with SEBI and Stock Exchanges and other statutory body.
- 6) Assisting to prepare Financial Planning-Financial Reporting -Variance Analysis
- 7) Establish and implement long and short run goals, policies and operating Procedures.
- 8) Cash Flow analysis, cost control, Tax planning of Company and directors
- 9) Dealing with Banks regarding proposal for term loan and short-term bridge loans and cash credit loan.

NAME OF ORGANISATION	DESIGNATION	PERIOD
Hotel Global in at Naroda	Management Consultant	March, 2016
Al Dania Garden Center	Finance & Project	October, 2010 to February, 2016
Precious Establishment LLC (Muscat)	Operations Support Manager	From January, 2009 to September, 2010
Tawfeeq Almoayed Commercial Co. WLL (Bahrain).	Operation Manager	From February 2004 to June 2008
Santaram Spinners Ltd.(India)	Assistant Company Secretary	July,1995 to November,2004
Denish Knit Industries Ltd (India)	Accounts Officer	July 1993 to December 1995
Vijay M. shah & Co.(India) Chartered Accountant	Audit Assistant	May 1991 to January 1993

ACADEMIC QUALIFICATION:

DEGREE	UNIVERSITY	YEAR
Master of Commerce (M. Com. 1)	Gujarat University (India)	2003
Bachelor of Commerce (B.Com) (Main Sub:Accountancy)	M. S. University Rajasthan (India)	1989

PROFESSIONAL QUALIFICATION:

DEGREE / DIPLOMA	UNIVERSITY/ INSTITUTION	YEAR
Company Secretary	The ICSI New Delhi (India)	2003
Diploma In Taxation Law (D.T.P.)	Gujarat University (India)	1997
Diploma In Labour Law (D.L.P.)	Gujarat University (India)	1996
Bachelor of Law (LL. B.)	Gujarat University (India)	1993

COMPUTER SKILLS : M.S. Office, Windows, Computerized Accounting.

PERSONAL DETAILS :

NAME : Yogesh Chandra

SURNAME : Bhatt

NATIONALITY : Indian

DATE OF BIRTH : 11th November, 1969

PASSPORT : P2545755

LANGUAGES KNOWN : English, Hindi and Gujarati

DRIVING LICENCE : Oman ,Qatar and India

CONTACT : Mobile No.+918769331188

EXPECTED SALARY : Negotiable

