

## **KEY RESPONSIBILITY AREAS – DESIGNATIONWISE**

### **I. Mr. Nilesh Doshi (Managing Director)**

- Overseeing overall operation of the company on a day to day basis.
- Delegating work and guiding the key functionaries in their daily activity
- Planning international tours for business promotion and participation in overseas trade fairs.
- Interaction with foreign buyers
- Interaction with government / local official

### **II. Mrs. Ami Doshi (Chair Person)**

- Formulates policies concerning company matters
- Interaction with foreign buyers.
- Planning company's strategies for penetration in new markets
- Offers her expertise and knowledge in designing and manufacturing newer products.

### **III. Mr. Ashwin Gosalia (Chief Guest Relationship Officer)**

- Keeping overall smooth functioning of the Marketing team
- Involved in the hospitality aspect of the company

### **IV. Mr. Amit Jaiwsal (Chief Executing Officer)**

- Responsible for implementing the decision taken by the Board of Directors.
- Communicating with the clients from various regions
- Attending various fairs (**NATIONAL AND INTERNATIONAL**) and getting orders.
- Communicating to the Management about changes / innovations if required to be made for the development of the products
- Motivating and helping his team

**V. Mr. Abhijit Gupta (Senior Marketing Executive)**

- Communicating and interaction with buyer in the American, Middle East, Far East markets
- Following up the enquiries.
- Attending various fairs (**NATIONAL AND INTERNATIONAL**) for securing orders in the allocated regions
- Responsible for quality of the final product involving factory visits.

**Mr. S.K. Nair (Chief Administrative Officer)**

- Responsible for the administration
- Liaise between the organization and various governmental and civic authorities
- Involved with the Human Resource division
- Ensures smooth function of the office
- Interaction with banks

**VII. Mr. Sandip Ghosh (Chief IT Officer)**

- In charge of the IT related matters.
- Responsible for designing and maintenance of website
- Involvement in Human Resource related matter.
- Assisting the Managing Director in IT related matters.

**VIII. Mr. Anand Singh (Logistics Executive)**

- Assistant to the Chief IT Officer
- Looks after the export documents
- Responsible for timely shipment of goods

**IX. Mr. Asit Jena (Chief Financial Officer)**

- Heading the finance division
- Responsible for taxation matters of the company
- Interaction with bank

**XVI. Mr. R.N. Mullick (Accounts Personnel)**

- Handing accounts of the company
- Responsible for making the pay slip / wage slip of the employees.
- Issuing cheques

**X. Mr. Ajay Modi (Purchase Executive)**

- Procurement in charge of raw materials
- Evaluation of vendor supplier
- Coordination with the factory store
- Responsible for the inventory

**XVII. Mr. K. K. Biswas (Store cum Costing Executive)**

- Does price computation of the various products.
- In charge of the sampling
- Responsible for the inventory in HO

**XI. Mr. Maxie Gracias (Factory In Charge)**

- Responsible for the day to day production
- Ensures smooth running of the factory
- Ensure compliance to the various ISO practices
- Coordinates with the Custom office in FSEZ.

**XIX. Mr. Upendar Chowdhary (Asst. Factory In Charge)**

- Assistant to Factory In Charge
- Responsible for the Quality of the product
- In charge of the Laboratory
- Ensures that the raw materials used conform to the ISO standards

**XXII. Mr. Barun Banerjee (Health and Medical Officer)**

- Maintaining the health record of the workers
- Organizing regular and mandatory health check up of workers as per ISO guidelines