

Notice for Placement

Company Name:- **Akar Ltd**

Position:- **Export Executive and Excise Officer (1 each)**

Company Website:- www.akar.co.in

Work Location:- **Silvassa**

About Company: refer attachment

Job Profile / Responsibilities: **given below**

Key Skills: **given below**

Required Qualification: given below

Experience: given below

Other / Special Requirements: given below

Remuneration: 3 – 3.5 Lacs PA

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - Pratiti Vasani

Email id: - pratiti@akar.co.in

Contact no: -9375723308

Corporate Office: Akar Ltd:

704, Shri Sai Corporate Park, Laxmi Nagar, Off Link Road, Goregaon (W), Mumbai 400 104

Next page 1 to 13



260/2A, SHEETAL INDUSTRIAL AREA,
DEMNI ROAD, DADRA, U.T. OF D.& N.H.,
SILVASSA-396230, INDIA.

TEL.: 91-260-2668 366/65 • FAX: 91-260-2669 075
E-MAIL: info@akarweb.com • WEB: www.akarweb.com

1 : ABOUT US

- 1.01 **AKAR LIMITED** is a closely held profit making company.
It has its genesis in a proprietorship firm established in the year 1976 by its present Managing Director Mr. Ashok Jain.
Uptill, 1986 it was working more like an outsourcing firm getting jobs printed at different printing presses.
- 1.02 **Year 1987** : the company took its root as a corporate entity, when it was incorporated as Akar Print & Pack Pvt. Ltd.
During the same year it set up its own production facilities.
- 1.03 **Year 1994** : the company was converted as a closely held limited company.
To keep pace with the growth the need for professionalisation of the management was felt, it was decided to invite professionals on the Board of Directors of the company.
- 1.04 **Year 1995** : The company shifted production base to Silvassa, Union Territory of Dadra & Nagar Haveli.
This was necessary, to facilitate the expansion plans and to avail fiscal benefits offered by the Government of India.
- 1.05 **Year 1997** : a dormitory with canteen facility was set up in a separate premises admeasuring 8,000 sq.ft. area. to provide free lodging and boarding facility to all our 100+ workers, supervisors & managers.
- 1.06 **Year 2000** : was the year of information technology, it was the period when dotcom revolution was taking place. We too, decided to take a plunge in this revolution by creating an ultra-modern creative studio.
Since then, we are providing contents and creative graphics to our Pharmaceutical clients.
- 1.07 **Year 2002** : we established an ultra modern Corporate & Marketing office at its present premises at Laxmi Plaza, Laxmi Industrial Estate, New Link Road, Andheri (W), Mumbai.

2 : BUSINESS DIVISION

We manufacture and market products and services under the following four categories.

- 2.01 **Printing** : A versatile Printing House equipped with the best technology, AKAR operates in a humidity controlled, dust free and totally air-conditioned shopfloor. The press is capable of executing the most sophisticated job with precision and care. With a qualified team of professionals and strong base of technology, AKAR's quest for perfection is bound to make it a leading name in commercial printing. We handle Calendars, Brochures, Catalogues, Visual Aids, Literature, medical Charts, Hardbound Books etc. to client specifications.
- 2.02. **Promotion** : We manufacture highly innovative tailor-made customized products on special order for our corporate customers from various industries like FMCG, Telecom, Shipping, Travel, Distilleries, Pharmaceuticals, etc. These products are meant to be used as give away gifts for their brand/product promotion. These products are designed with a specific purpose of regular creating brand recall value. This has been a specialized segment for us and over a period of more than two decades, we have developed 1,000+ products.
- 2.03 **Stationery** : Ours is the only company which manufactures products to satisfy the need of all the 3 categories namely Back to School, Office and Gift Stationery (Premium)
- Back to School** : We manufacture Note Books, Exercise Books, Long Books, Drawing Pads, Journal Papers, Subject Note for School and College Students.
- Office** : Product range includes Writing Note Pads, Spiral Pads, Double Wire-O-Pads, Cube Block, Address Books, Legal Pads. etc.
- Gift** : For household use, we manufacture eye catching paper products for day to day use. The range includes Floral Pads, Multicolour Printed Cubes, Calendars, Diaries, Memos, Reminders, Shopping List, Paper Napkins, Guest Books etc.
- 2.04 **Publication** : We Print Medical Books covering complete Human Anatomy. These Books are printed on copyrights assigned to us from author or on the basis of reproduction rights from publishers. The latest Medical Research and Developments are printed in the form of Books, Journals or Articles for medical fraternity. To support our above activities we have a vibrant in-house creative team. We use latest generation Scanners, Image Setters and Outputting and Proofing Devices.

3 : KEY PRODUCTION PROCESS

For us, printing is not just a technical process... it is an art!

Using paper as the canvas and ink as the medium, we convert every printing job into a masterpiece – thus adding value to product promotions of our clients. From Design to Print all activities are well integrated under one umbrella.

- 3.01 **Designing** : In our design unit we develop concepts that are suitable for every promotional need and product / brand identities.

Apart from print we work in newer areas of promotions like multimedia modules and audiovisual presentations to cater to varying needs of our customers to create better brand awareness.
- 3.02 **Pre-Press** : Creo's complete digital workflow i.e. High-resolution Scanning, Page-layout and assembly, ripping and output on drum imagesetter works seamlessly and gives ready-to-use positives in a short time.
- 3.03 **Printing** : Our printing unit at Silvassa-Dadra, set amidst beautiful green surroundings, boasts of ultra-modern, technically superior printing machines, imported from the very best companies.
- 3.04 **Finishing** : We are equipped with latest technology in the field of UV coating and Wet and Dry Lamination for giving special effects to print and promotion jobs.
- 3.05 **Post-Press** : Our binding capability is a rare combination of human skills and technology. We have more than 150 specially trained contract workers who very skillfully work with latest machines imported from UK, Germany, USA and Italy.

4 : INFRASTRUCTURE

- 4.01 **Corporate Office** : The company has its corporate office in a prime ownership property admeasuring 2300 sq.ft. at Laxmi Plaza, Laxmi Industrial Estate, New Link Road, Andheri (W), which is also the nerve center of its marketing and financial activities.
- 4.02 **Creative Studio** : Situated in the same building, this studio is the life-line of the company's business. Equipped with latest hardware and software programmes and a team of fifteen young persons headed by a Creative Director, this creative hub is instrumental in providing a competitive edge to the company by giving innovative concepts for the campaigns and promotions launched by various pharmaceutical companies.
- 4.03 **Factory Buildings (Unit I)** : This is a three storied construction with 27,000 sq.ft. floor area, built on a free-hold land of 1700 sq. mtr., at Silvassa, Dadra (Union Territory). The factory has all the modern production facilities and all the activities from pre-production plate making to printing, finishing, binding, etc. are carried out in a very clean and healthy environment.
- (Unit II)** : This is also a three storied building with 15,000 sq. ft floor area. Totally Stationery Product facilities from Ruling to Binding and printing.
- 4.04 **Godowns** : Five storage godowns with a total built up area of approximately 14,000 sq. ft. situated on a plot admeasuring 2000 sq. mtrs., adjacent to the factory building at Silvassa, to store raw material, consumables and finished goods.
- 4.05 **Residential accommodation** :The company has adequate residential facilities for its supervisory staff in Dadra. To cater to the needs of comfortable stay of visiting clients and our directors, the company has also constructed residential apartment on the roof terrace of the existing factory building.

5 : HUMAN RESOURCE

Beyond the machines, beyond technology, Akar's mainstay is its team of highly qualified, highly motivated and experienced professional managers and technicians. This team co-ordinates and co-work in seamless unity to create something special, something more creative and outstanding.

5.01 We have very painstakingly created a dedicated team operational at all levels of planning, creation, production, marketing, finance and management.

Discipline and integrity of our people is unique. Most of the people working in the company are associated for more than 10 years and believe in a life time employment, with a deep sense of belonging to the organisation.

5.02 We are proud to have such a dynamic team that we can dare to dream any venture of creative nature. A team which can produce goods and services of international quality standard.

6 : RAW MATERIALS

All the raw-material required for our production like paper, board, art card, inks, plastic components, adhesives, binding & packaging materials and consumables are available easily.

- 6.01 We have entered into annual agreements with most of the paper & board mills for round the year supply at specially negotiated price.
- 6.02 Our factory is near National Highway No. 8 and Western Railways prominent station Vapi, therefore transportation of material to our factory is convenient.
- 6.03 We have constructed more than 14,000 sq.ft. A-Class godown facility to store raw materials and finished goods. These fire and flood proof godowns can protect the material from the humid climate also.

7 : POWER

- 7.01 The company has a high tension supply line with a sanctioned load of 350 kva which is adequate to take care of its present and future requirements.
- 7.02 A separate transformer and stand-by generator of 150 kva is also installed to ensure uninterrupted power supply.
- 7.03 We have taken special steps to stabilise the power supply to our electronic and computerised machines to minimise the damage caused by fluctuation in power supply from the main grid.

8 : PRODUCTS AND MARKETABILITY

Although, our company falls into the category of “COMMERCIAL PRINTING PRESS”, we never used our production capacity to undertake just the printing jobs.

Because we realised over a period of time that printing being a open-ended technology industry, we will always be under the threat of unhealthy competition from very SMALL - no Investment Operators, to LARGE printing presses - whose concern is always to use their unutilised capacity.

- 8.01 Our emphasis therefore, has always been to create a niche market for our print capacity by value addition in the form of creative design and innovative products. We started using our print capacity to produce 2D & 3D promotional products.
- 8.02 Pharmaceutical companies who are governed by ethical business promotional practices found our products highly suitable for brand building and re-call.
- 8.03 It took us 20 years' time, lot of hardwork, plenty of investment in specific machines and finally very encouraging response from our clients, that we could position ourselves as a very niche promotional products manufacturing company today.
- 8.04 A list of our clients in the next pages will endorse our strong beliefs that creativity, innovativeness and a commitment to excellence will keep us always occupied and in demand.
- 8.05 Marketability of our products and services will never be an issue henceforth, because we have created a strong Brand Equity among our blue chip customers.

9 : OUR ESTEEMED CLIENTS

- Abbott Labs
- Alkem Labs
- Aristo Pharmaceuticals
- Biochem Pharmaceuticals
- Cadilla Pharmaceutical
- Deejay Distilleries
- Elder Pharmaceuticals
- Encore Pharmaceuticals
- Fulford Pharmaceuticals
- German Remedies
- Glenmark Pharmaceuticals
- Himalaya Drugs
- Indoco
- J.B. Chemicals
- Khandelwal Labs
- Macleods
- Nicholas Piramal India Limited
- Novartis Pharmaceuticals
- Organon Pharmaceuticals
- Pfizer
- Pure Health Pharmaceuticals
- Sandoz Pharmaceuticals
- Serdia
- Solvay Pharmaceuticals
- T.J. Moris
- Unichem Labs
- Wallace Lifesciences
- Zandu Pharmaceuticals
- Zydus
- Alembic Pharmaceuticals
- Allergan
- Bayer Healthcare
- Blue Cross Pharmaceuticals
- Cipla
- Dr. Reddy Labs
- Emcure Pharmaceuticals
- FDC Pharmaceuticals
- Genx Pharmaceuticals
- Glaxo Smithkline
- Hetero Healthcare
- Indian Immune
- Ipca Labs
- Johnson & Johnson
- Lupin Labs
- Micro Labs
- NKV Kontorsvaror
- Novo Nordisk
- Panacea Pharmaceuticals
- Plethico Pharmaceuticals
- Ranbaxy
- Sanofi – Aventis
- Shreya Lifesciences
- Sun Pharmaceuticals
- Torrent Pharmaceuticals
- USV
- Wockhardt
- Zuventus Pharmaceuticals
- Zyg Pharmaceuticals

10 : STRATEGIC ADVANTAGE

FISCAL AND LOCATIONAL

It is imperative for a competition prone service industry like ours that it should keep its operational cost under control. The chances of survival and growth are higher if the cost of production is low.

We are beneficiaries of many such cost advantage, because of our factory location at UNION TERRITORY OF DADRA & NAGAR HAVELI. These benefits helped us a lot to maintain our momentum even during the worst economic slowdown of recent years.

We have following fiscal and locational advantage:

- 10.01 Total **Income Tax Exemption** for the first five years under section 80-IA of the Income Tax Act.
- 10.02 Total **Sales Tax Exemption** for the first 15 years on the products of the company.
- 10.03 No **Octroi** leviable on the raw material and consumables used by the company.
- 10.04 **Subsidised Power Supply** @ Rs. 2.20 paise per unit as compared to Rs. 5.80 in other parts of the country.
- 10.05 **Cheap yet skilled manpower** is available in and around near by areas of Vapi and Surat. Workers also commute from Mumbai and its surroundings.
- 10.06 **Well Developed Infrastructure** like power, roads, water and telecommunication are provided by the local administration.
- 10.07 **Proximity to Railway** (Vapi Station - Western Railway) and **Western Express Highway**.
- 10.08 **Peaceful Industrial Environment** prevails in the territory because of special administrative powers to the local administration.
- 10.09 In addition to the above benefits, we have an added advantage in having our **Corporate Office** in commercially well-developed area of Andheri (Mumbai), making It extremely convenient for our staff and the clients to co-ordinate their business meetings and presentations.
- 10.10 A vast display gallery inside our corporate office allows our customers to have access to a wide range of our product samples round the year.

| | |
|-----------------|--------------------|
| Job Title | AM - Excise |
| Unit/Department | Production |
| Reporting To | AKJ |
| Location | Silvassa - Factory |

Main Duties & Responsibilities:

- Handling all documentation and procedural activities relating to Excise, Customs, Service Tax, Sales Tax etc.
- Preparation of Excise Gate pass, Purchase, Production Loading, Consumption, GRN, Challan Preparation etc. in Excise Udyog Software
- Prepare and maintain a record for Outsourced Job
- Filling of Monthly ER-1 return and maintain Sales & Purchase record separately(Moveable & Non-Moveable)

Educational Qualification & Experience:

- Any Graduate or equivalent qualification
- Minimum 5 years of relevant experience in Printing / Packaging companies

Desired Profile:

- Expert user of MS Office software
- Willing to work extra hours whenever required
- Should be comfortable with verbal and written English Communication skills.
- Should preferably be residing in Silvassa and well versed with the local language

Traits:

- Time Management & Coordination
- Critical Thinking and decision making skills(assertiveness)
- Pay attention to detail
- Resilience
- Excellent numerical, communication, team working skills

| | |
|-----------------|------------------|
| Job Title | Export Executive |
| Unit/Department | Sales |
| Reporting To | Sales Manager |
| Location | Mumbai HO |

Main Duties & Responsibilities:

- New business development
- International Marketing and sales activities to achieve individual and common goals
- Handling new customers, creating and enhancing relationship with them
- Strategic planning in expanding global market
- Import activities – Coordination and negotiation with supplier, L/C processing, Inventory management.
- Coordinating with Freight Forwarders and CHA for the movement of consignments
- Handling Export-Import consignment from generation of Purchase order till dispatch/receiving of Import consignments
- Working on Export Schemes

Educational Qualification & Experience:

- PGDM (International Trade/SCM/Export & Import)
- Any Graduate
- 2+ years of experience in printing industry will be an added advantage

Desired Profile:

- Should be willing to travel to Mumbai & Slivassa
- Willing to work extra hours whenever required
- Should be comfortable with verbal and written English Communication skills.