

SHALU RATHORE

Contact: +91-8708853620 Email: shalurathore2411@gmail.com

07/02/2022

To,

Respected Sir/Madam,

I am submitting herewith my resume for your perusal and consideration for the post of Assistant Shipping Manager/Department Coordinator/Merchandiser in your organization.

To describe myself in a nutshell, i am systematic, organized and hardworking; ready to take up any task of life abreast with the latest trends and a team player with excellent communication skills.

Review of my credentials will indicate that i am a qualified experience in **Category, Projects, Logistics Management (Overseas) and Team Handling**. I possess knowledge of **formulating and implementing the Operational Policies & Strategies / Procedures, Shipping Standards and Principles**. I have also gained exposure in carrying out Operation functions, preparing quick, accurate Data information.

I am seeking a fruitful job that would synergize my skills and knowledge with the objectives of the organization. Being a dedicated and focused individual, i am determined to add value to the organization that i work for, through my exceptional knowledge and learning ability.

My basic objective is to hone in my skills for comprehensive personality development and be an epitome of trust and reliability in the corporate world. My prime goal is to understand professional environment and capitalize on opportunities.

I'd appreciate the chance to meet with you in person to discuss as to how i could be a vital part of your organization.

Thanking you,

**Yours sincerely,
Shalu Rathore**

SHALU RATHORE

Mo no - 8708853620

shalurathore2411@gmail.com

Address – Sector 12 Huda,
Panipat 132103 (Haryana)

Profile Snapshot

A diligent, enthusiastic, and persuasive Professional with 7years+ of Experience as a Department coordinator, project coordinator, and shipping management/Merchandiser.

Objective

To pursue a good role in an organization that would utilize my domain knowledge, management skills, and latent potential to ensure career growth and organizational profitability.

WORK EXPERIENCE:-

Handtex- Panipat (Haryana) (July 2020 to till date)

Shipping Manager /Merchandiser

Work Responsibilities:-

- Plan and implement overall shipping strategy.
- Oversee the whole shipping process and team members.
- Build and maintain professional relationships with the relevant internal and external team (such as Forwarder, warehouse workers, purchasing managers etc.)
- Check shipment documents (after and before shipment) such as :
(Invoice, packing list, E waybill, etc. and Bank document for payment according to terms).
- Coordinate with CHA and Forwarder for the checklist, Shipping bill, and BL.
- Coordination with the buyer and internal team for all the order execution.
- Coordination with buyer and team for new samples as per requirement.

Team Management-

- Quality Adherence and Productivity-Audit of Associate Folks.
- Data Allocation to Associate Folks.

Jaipur Rugs Pvt. Ltd. Jaipur (March 2019-May2020)

Project Manager (Design Department)

Work Responsibilities:-

- Planning, overseeing, and leading projects from ideation through to completion
- Coordinate internal departments and third parties/vendors for the execution of projects.
- Establish and maintain relationships with parties/vendors
- Develop a detailed project plan to monitor and track progress.
- Report and escalate to management as needed

- Delegate project tasks based on junior staff members' individual strengths, skill sets, and experience levels.
- Documentation of all the projects and department task.
- Supervision of departmental requirements.

Assistant Dept. Manager (April 2018 – March 2019)

Work Responsibilities:-

- Work under the direction of the department manager to supervise the entire staff of the department.
- Handle all the customer new design projects which are come in sales department.
- Oversee and assist employees with merchandising and setting up product displays.
- Provide customer service, answering questions related to products in the department to all the other departments of the company.
- Motivate staff to reach department sales objectives and provide high-quality customer service.
- Respond to requests from department staffs in a timely and accurate manner
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Provides solutions for smooth day-to-day flow of communications within the unit.

Aayana Overseas, Panipat (Sept. 2016 - June 2017)

Merchandiser/Shipping manager

Work Responsibilities:-

- Collect the PO purchase order and prepare PI' and break the order sheet.
- Coordinating with customer for all the orders -mail on time and get the approval.
- Coordinate internal departments and third parties/vendors for the flawless execution of orders.
- Order packaging artwork (checks and gives the approval).
- Prepare shipment document.
- Plan and coordinate for the inspection.

Jaipur Rugs Pvt Ltd company (March 2014 - Aug 2016)

Coordinator/Merchandiser (Design Department)

Work Responsibilities:-

- Coordinating with sales team for all the Customer projects and orders and Handling Details of every custom orders.
- Order processing of new develops design and follows up.
- Color sampling then give the new color name and coordinating for color sampling.
- Sending e-mail on time & get the approvals on cads then process the order.
- Respond to work requests from department staff in a timely and accurate manner
- Coordinate with other teams for various administrative tasks

- Correspondence, scheduling meetings etc.)
- Maintaining files and records with effective filing systems

Area of Expertise

- MS Office with PowerPoint and Internet surfing
- ERP
- Shipping management
- Department Management/ Vendor Management
- Order Execution
- Merchandising
- Coordination with team and management
- Research and strategy

INTERNSHIP

- Merchandising Intern, Pearl Global PVT Ltd, Gurgaon (April 2013 to July 2013)

ACADEMIC QUALIFICATION

- **Bachelor of LAW** from Seth Motilal Collage (Rajasthan University) (2017)
- **BSC in Fashion Technology** From NIILM University (2014)
- **Master of ARTS** (History) - Rajasthan University (2013)
- **Bachelor of ARTS** from Rajasthan University (2011)
- **12th (Arts)** FROM BSER Ajmer (2008)

Personal Information

- DOB - 15th Nov 1990
- Status - Single

Declaration

I here declare the information given above is true and correct to the best of my knowledge and belief and that nothing material has been concealed address.

SHALU RATHORE