

## CAREER OBJECTIVES

10+ years of experience in coordinating, merchandising, Production operations and handling E-commerce websites. Great attention to detail helps manage timely shipments of large and small orders while maintaining delivery deadlines effectively. Proficient in conducting market research and suggesting pricing updates and processing.

- Good communication and interpersonal skills.
- Ability to work independently as well as in team.
- Adaptable and Responsible also.
- Open minded, honest and detail-oriented.
- Ambitious and Willingness to learn.
- Dedicated personality and committed to excellence.

## CONTACT DETAILS

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## PROJECTS

Team Leader of fair organizer, Responsible for New product development, Vendor Coordination, Transportation, Product selections, Display organizing, Stall handling, Buyer interaction, after fair mails and meetings at factory showroom.

### **DIAMOND EXPORTS:**

- IHGF FAIR, NOIDA (Feb-2016)
- IHGF FAIR, NOIDA (Oct-2016)
- IHGF FAIR, NOIDA (Feb-2017)
- IHGF FAIR, GUJARAT (June-2017)
- TEXTILEPROM FAIR, RUSSIA (Aug-2017)
- INDIA EXPO FAIR, BANGKOK (Aug-2017)
- IHGF FAIR, NOIDA (Oct-2017)
- IHGF FAIR, NOIDA (Feb-2018)
- IHGF FAIR, NOIDA (Oct-2018)
- IHGF FAIR, NOIDA (Feb-2019)
- IHGF FAIR, NOIDA (Oct-2019)

### **AATACHI.COM:**

- FORMEX FAIR, SWEDEN (Jan-2017)

## WORK EXPERIENCE

### **April 2021 – Present Deputy Manager – Sales Jaipur Rugs**

Actively involved in daily planning, sourcing, new developments, and production management. Multi-tasking to meet deadlines and do work effectively. Collaborate & communicate between vendors and buyers at multiple levels.

- Handling foreign clients from UAE, US & UK.
- Manage complete execution of production, sampling and new developments.
- Coordinate with team to support the merchandising activities on daily basis.
- Responsible for production management, preapprovals and testing of the products.
- Arrange inspection for QA's & manage timely shipment deliveries.
- Built strong partnerships with other members of the cross-functional team.
- Correspond and answer queries of international clients effectively.

### **July 2019 – March 2021 Merchandiser Bubu of Sweden (Brand)**

To support the team in the development of textile brand for Children. Work proficiently on raw material, designs, costing, pricing, margin, delivery and quality. Handling their websites along with different E-commerce sites.

- Completely handle the website.
- Manage Amazon India / Amazon USA / Amazon Canada and natty.in accounts.
- Manage complete execution of production, sampling and new developments.
- Correspond and answer queries of Indian and international clients effectively.
- Co-ordinate & plan with fabrication, Procurement & Production Department.

### **January 2015 – March 2021 Merchandiser Diamond Exports**

Provide support to daily operational functions within the merchandising department. Proficient in communicating with external sources for deliveries, inventory, distribution & Art works. A meticulous individual who identifies opportunities for growth and items with best and work selling performances.

- Conducted daily activities that supported the merchandising strategies.
- Assisted in the creation of a simple and compelling product presentation.
- Assisted in the development of the product assortment.
- Correspond and answer queries of international clients effectively.
- Co-ordinate & plan with fabrication, Procurement & Production Department.
- Follow up of Time & Action Plan with Export Manager.
- Maintain orders file & make sure to incorporate time-to-time changes by customer.
- Track shipments of samples, orders and inventory to ensure timely delivery.

## KEY RESOURCE AREA

January 2015 – July 2019

Senior Executive

Aatachi.com (Brand)

Handling an e-commerce platform. Coordinate with technical, logistic, database and packaging team. Communicate with existing brands for any new update or any problems. Generate new brands. Provide Customers support.

### Attention to detail:

Good at focusing on even the tiniest of details of a job, especially when working on the sampling intricate details and patterns.

### Computer skills:

Proficient with Microsoft Word, Excel and PowerPoint. Thorough understanding of social media and social media analytics. Knowledge of SEO techniques. Working on different software's.

### Creative Skills:

Adapt at thinking outside the box in order to come up with innovative and creative designs that stand out and are appealing to customers.

### Presentation skills:

Confident at pitching my ideas and designs to senior management, internal designers and external agencies.

- Completely handle the website.
- Coordinate with existing brands on regular basis for updates, issues and their requirement.
- Communicate with customers and satisfied them with appropriate answers.
- Meeting with the departments on daily basis for smooth running of website.
- Provide support to technical, logistic, database and packaging team.
- Handled bulk order projects.

January 2012 – December 2014

Office – Coordinator

al expert India

Coordinate with every department for daily operational functions of department. Provide support to production department for mathematical derivations of material required for Production. Quotation work & project billing.

- Monthly preparation of staff and worker salary.
- Coordinate for ESI & PF with Labor Department.
- Correspondence with vendor's accountant.
- Taxes related correspondence with C.A.
- Work with production department for mathematical derivations of material required.
- Maintenance of production reports.
- Client dealing with marketing department.
- Quotation work & project billing.

## ACADEMIC QUALIFICATION

- 2013 – 2015 PDGBF from SCDL, Pune.
- 2009 – 2012 B.Com from Kurukshetra University.
- 2009 Sr. Secondary Standard (12<sup>th</sup>) from CBSE Board.
- 2007 Secondary Standard (10<sup>th</sup>) from CBSE Board.

## TECHNICAL QUALIFICATION

- 2012 Diploma in Information and technology from LBSTI.

## PERSONAL DETAILS

Father	:	Mr. Rajinder Sharma (Retired) Mrs.
Mother	:	Saroj Sharma (Home Maker) Ms.
Sister	:	Sonika Sharma (Professor)
Husband	:	Mr. Nishant Sharma (Business Man)
Date of birth	:	12-08-1991
Marital status	:	Married
Nationality	:	Indian

## HOBBIES & INTERESTS

### Computer surfing:

Its help me to find out new trends and innovations.

### Reading Books:

In my spare time I enjoy reading, it gives me time to calm.

### Crossword puzzles:

I enjoy completing crossword puzzles.

### Listening Music:

I enjoy listening slow and Sufi music.

I hereby declare that the information furnished above is true to the best of my knowledge.