

# RESUME

## Personal Details.

**NEELAM SEVAKRAMANI.**

**Date of Birth:- 24<sup>th</sup> August 1993**

**E-mail:-[l.neelam.nl@gmail.com](mailto:l.neelam.nl@gmail.com)**

**Contact No.:-9374562826**

**Marital status: - Married**

**Address :- B-41, Ashok tenaments,**

**Opp. Cadila Lab., Ghodadar,**

**Ahmedabad-380050.**

## OBJECTIVE

Apply my creative skills for accomplishing the Organizational goals and to achieve senior most position through dedication and hard work.

## EDUCATIONAL QUALIFICATION [ DEGREES+ CERTIFICATES]

Qualification	Board/University	Year	Result
Diploma in Computer Applications	CAPITAL COMPUTERS INSTITUTE	2009-2012	Pass
Secondary Schooling	Gujarat Board. [PRAGATI HIGH SCHOOL ].	2008	65%

- **Certified in DCA [inter institute] From Capital Computers.**

## Personal Skills

1. Excellent Planning Capabilities.
2. Soft Spoken.
3. Can socialize easily.
4. Can work well in team.

## EXPERTISE

1. Excellent in Advance Ms office. (Office Package: - Microsoft Word, Microsoft Excel (advance), Microsoft PowerPoint, Microsoft Outlook Express.)
2. Good in Internet and Internet technologies.
3. Excellent in DTP. (Graphics tools: - Adobe Photoshop, Adobe PageMaker, Adobe Illustrator, CorelDraw.)

4. Excellent in Tally Erp.9 with GST Version.

## PROFESSIONAL EXPERIENCE:

1. Worked at “CAPITAL COMPUTERS” As a Lecturer. [Duration: 7 Years / Study with job.]

2. Worked at NANDINI CREATION / MAMTA INDUSTRIES. (3 years 5 months)  
(Aug-2018- /20Jun 2021)

### **BUYER HANDLING:-**

a. Max, Lifestyle – Domestic.



• Designation- Senior Merchant

### ➤ Responsibilities:

- Order feasibility analysis on receipt of sample development.
- Review Tech Pack received from Buyer and coordinate with sampling department to make it in actual to meet buyer requirement for sample development.
- Product developments as per customer requirements.
- Execution for fabric development as per buyer's requirement to meet buyer's expectation and make samples to convert it into orders.
- Properly monitoring & implementing changes done by the buyer.
- Check the drape and follow up fabric including fitting of samples before forwarding to buyer for approval.
- Flashing TNA plan to customer and internal dept. to meet delivery schedule.
- On receipt of order, follow up and correspondence with buyer for order processing.
- On conformation of orders, follow up with buyer for color, fitting and design of sample, and trims approval.
- Monitoring all merchandising activities right from Lab-dipping to bulk dispatch of finished garments.
- Proceed with fabric ordering and trims ordering after approval.
- Follow up for fabric and trims in house on time concern department.
- To send size-set, PPS samples to buyer and take approval for it.
- Issue out production file to factory.
- Ensure smooth starting of production by constant co-ordination between production, fabrics and trims department.
- Working with production planning team for production.
- Dispatch activity for invoicing purpose.

**3. Worked at Raghuvir Exim Limited (Shilaj) (8- July 2021 - 31-August 2022)**

**Designation - Senior Merchant**

➤ **Responsibilities:**

- Closely communication with Buying office in India
- Process planning and follow up. Corresponding with vendors on a daily basis on changes and approvals to proto-types, lab dips, specs and labeling.
- Close follow-up on trims status
- Preparation for presentation for meetings
- Days to day discussion with factory on Shipment's status.
- Handling and working closely online system.
- Preparations for Events such as Heimtext & US Market week with new developments & layout planning.
- keep buyer & production team updated on each stage of production.

**4. Worked at TalentEZ Group as a “Recruitment Consultant”.**

➤ (Working with LinkedIN) In US Timing.

➤ **Responsibilities:**

- Build positive relationships with clients' companies.
- Screen potential candidates.
- Arrange advertisements for publishing.
- Assess potential candidates.
- Draw up shortlists.
- Set up interviews.
- Interview candidates that match the position.
- Make notes on potential candidates.
- Report to the HR recruiter and HR officer.

**Declaration**

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