**Khushboo S Barot**

**Add :** B-404, Sweta Avenue, B/H Muthoot Finance,

Nr. Vandematram Arcade, Gota

**Cell No :** 7801816161

**DOB :** 28/08/1985

**CAREER OBJECTIVE :**

**LOOKING FORWARD TO WORK WITH AN ORGANISATION WICHPROVIDES ME REWARDING CAREER OPPORTUNITIES. I WILL LIKE TO LEARN MORE TO GET CLOSER TO PREFECTION. I WANT TO WORK HARD AND DO SOMETHINGGOOD FOR MY COMPANY WITH MY OWN DECISION.**

**PROFESSIONAL EXPERIENCE:**

Present Employer: Raghuvir Exim Ltd.

Type of Company: Manufacturing & Exporting of Bed sheets & Home Décor for Germany & US.

Designation: Merchandiser from 3 years

**Job Profile:**

* Company software (ERP Base Software)
* Inquiry
* Inventory
* Merchandise planning for casting
* To follow-up on work orders and ensure that the buyers specification are adhered to.
* Ensure team work, quick response and better co ordination
* Reporting to CEO on order execution trends.
* Awareness of changing consumer trends.
* Awareness of customer compliance.
* Finalizing production & delivery schedule with the buyers.

**PRODUCT KNOWLEDGE :**

* Factory Capacity Planning.
* To make production plan to ensure the buyers required delivery date.
* Correspond and answer queries of international client effectively and independently
* Development of Samples and Accessories.
* Assisted senior merchandiser in managing activities from product development to all approvals and handling over file to production team.
* Approval fabric, Prints/Embroidery Strike offs, Lab dips, etc.
* Follow-up with the washing.
* Keeping all samples and accessories & maintain Files.
* Coordinate with fabrication, procurement & Product development
* Follow of time & Action Plan.
* Maintain & update orders file & make sure to incorporate time to time changes asked by the buyers.
* Update information of customer orders.
* Making Shipment Records, Purchase Orders, Buyer Records.
* Sending packages to buyer.
* Follow up the comments on initial samples for both sewing washing problems.
* Coordination with ordering trims with purchase department for the trims for both samples for bulk production.
* Coordination with all production department for shipment
* Coordination with all testing with Intertek, SGS testing Agent.

**Previous Experience :** Anuradha vakil’s Work shop

Products handled : Kurtis, Stoles, Patch work. Have worked for 8 months

**Education Qualification :**

|  |  |  |  |
| --- | --- | --- | --- |
| **STD** | **UNIVERSITY** | **PERCENTAGE** | **YEAR** |
| SSC | GUJ | 71% | 2001 |
| HSC | GUJ | 73% | 2003 |
| FASHION DESIGNING | INIFD | A+ | 2005 |
| B.A | GUJ UNI | PASS CLASS | 2007 |

**Learned Operating Systems:**

* Comfortable working on Window O/S
* Have acquired good knowledge of M/s Excel, Word & Outlook.
* Proficiently research on internet & operate E-mail and other general facilities.

**STRENGTH :**

* **GIVE MY WHOLE ENERGY TO COMPLETE THE WORK ASSIGN**
* **ALWAYS EAGER TO LEARN NEW THINGS**
* **ABILITY TO ADAPT TO NEW ENVIRONMENT**
* **I CAN KEEP MY TEMPERAMENT UNDERPRESSURE CONDITION**

**SO DECLAR THAT ALL THE INFORMATION PROVIDED INTHIS APPLICATION IS FACTUAL AND COREECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**KHUSHBOO BAROT**