

Nikhita .P. Kantesariya

Permanent address,

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Summary

I would like to work in this prestigious institution, aspiring to have a job Stability, which allows me to contribute with my knowledge and experience as Supply chain management or related field and a strong commitment to research and teaching excellence. Coordinate all aspects of supply through supply planning ,Sourcing marketing, inventory management, packaging & Delivery & also would like in the future to have the opportunity to continue to prepare professionally and develop intellectually to have a better performance every day in the assigned functions.

Skills

- Strong analytical Skills.
- Persistence to obtain the desired results
- Good capacity to adapt to changes.
- Responsible and committed to the assigned functions.
- Excellent professional ethic.
- Strong capacity to learn new computer systems.
- Good communication Skill.

Work Experience

EXPRESS LIFTS LTD (Ahmedabad) (Sales Coordinator) Joining From 06/2015 to 11/2018

- Collect data for reports & develop Presentations.
- Generate Quotation & Invoice & Dispatch material at customer end.
- Control Inventory & Order Supplies.
- Work with Colleagues & marketing staff on Special project as needed.
- Customer Follow – Up.

ESMSYS PVT LTD (Ahmedabad) (Sale Coordinator) Joining From 12/20218 to 05/20219

- Generate leads & close enquire.
- Planning for new product & provide easy service to customer.

Currently working

JAY chemicals Industries Ltd (Brand – SOLUNARIS PVT.LTD) (Sales Coordinator) Joining From 06/2019

- Generate Quotation & Invoice & Dispatch material at customer end.
- Payment Follow up as per agreed terms.
- Reporting daily performance & issues to HOD.
- Inventory management at different warehouse & production planning.
- Material top-up at warehouse on time & follow up logistic to deliver material on time.
- Maintaining Sales & Recovery data for report & develop Presentation.
- Implemented a new demand planning module within the company's NAV Systems.
- Utilized problem Solving skills in customer interactions for issues & difficulties with products.
- Helps sales team with Brands & Vendors on new sampling inquirers & identifying potential leads.

- Maintaining records & Certificates of GOTS,Oekotex, ZDHC etc.
- Marinating effective communication, internally & externally with Team/Customers.

Qualification

Institution		Year of passing
PGDBM	NMIMS University (Supply Chain Management)	Pursing - 2021
B.com	L.S Raheja College, (Mumbai)	2013 with 68%
H.S.C	Our Lady of Valiankanni, Junior College	2010 with 71%
S.S.C	Our lady of Valiankanni High School	2008 with 63%

Hobbies:

- Reading Novels
- Travelling
- Cooking
- Dancing

Personal Details:-

- Date of Birth – 16th May 1992
- Gender – Female
- Farther Name: - Mr Pravinkumar K Kantesariya
- Mother Name:- Mrs Ushaben P Kantesariya
- Languages known – English, Hindi & Gujarati