



CURRICULUM VITAE

NISHA V RUGHWANI

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Career Objective:

Seeking a position to utilize my skills and abilities in Administration, Logistics & Supply chain, Coordination, Inventory, Operation and Retails that offers Professional growth while being flexible and continuously learn and develop Functional, Managerial and Leadership capabilities and skills.

Key Highlights

- **8 years retail company experience**
- **Exposure in India and UAE**
- **1 year working experience in print media**
- **Bachelor in Mass Communication**

Experience Summery

Company: Hamac Trading Est. -August 2013 - April 2015

Designation: Merchandiser

Hamac Trading Establishment, under the banner of Hamac deals in a wide variety of exclusive beachwear brands (Pain De Sucre, Gottex, La Blanca, Vilebrequin, Muche et Muchette, Lara Ethnics, She Beachwear Lolo) and Brazil with the world famous flip-flop brand Havaianas.

Responsibilities:

- Manages all merchandise planning function by allocation & consolidation
- Preparing weekly and monthly reports for buyer and wider Team.
- Preparing Sell thru reports for buyer and wider Team.
- Analyzing every aspect of bestsellers (for example, the bestselling price points, colors or styles) and ensuring that bestsellers reach their full potential;
- Preparing Weekly Reports & Monthly Reports.
- Presenting reports related to sales and stocks to the management as and when required
- Update and create new references for item and products
- Prepare all PO creation in the ERP and supplier systems
- Work with merchandising and logistics teams to ensure timely delivery of goods
- Acts as mediator between the Stores, Head Office, Marketing, Warehouse and the Brand Heads
- Update order files as soon as new orders are placed/amended with cancellations
- Checking Order Confirmation.
- Participating in Stock takes.

Company: Boutique1 Group -July 2012 To July-2013

Boutique 1 is *the* luxury fashion retailer of the Middle East. Hosting some of the world's most prestigious labels Elie Saab (Lebnan), Chloe (France), Missoni (Italy), Diane Von Furstenberg (US), Adidas (US), Furla (Italy), Mulberry (UK)

Designation: Senior Merchandising Assistant

Responsibilities:

- Preparing Weekly Reports & Monthly Reports.
- Follow up with Suppliers & Vendor for shipment arrival, cancellation
- Work with merchandising and logistics teams to ensure timely delivery of goods
- Update order files as soon as new orders are placed/amended with cancellations
- Checking Order Confirmation.
- Creating Barcode, Uploading Item Master & updating to stores
- Checking Inventory, Posting Transfer Orders, Documentation.
- Preparing purchase orders
- Participates in weekly meetings to share information on best sellers worst sellers

Company: Apparel Group- August 2006 To June-2012

Designation: Assistant Merchandiser/Logistics Assistant/Asst. Store Manager

Apparel Group is a large Retail group of companies having more than 35 international brands like Ninewest, Aldo, Aeropostel, Bally, Kenneth Cole, Freedom Furniture, Sketchers, Garage, Motivi, Dune, MBT etc. in UAE, India, Saudi, Bahrain, Doha, Russia and Kuwait. I am working for ALDO & ALDO ACCESSORIES brand.

Responsibilities:

- Responsible for initial pricing & Allocating & consolidating goods to store as per store grade.
- Preparing Weekly Reports & Monthly Reports.
- Creating Barcode, Uploading Item Master & updating to stores
- Making purchase invoice & Sales Invoice & GRN booking once goods in warehouse
- Checking Inventory, Posting Transfer Orders, Documentation.
- Update order files as soon as new orders are placed/amended with cancellations
- Presenting reports related to sales and stocks to the management as and when required
- Attending Various Customer by giving them best service
- Managed the administrative processes that include supervising support staff, compose correspondence and customer relation.
- Involved in Cash handing, Stock in & out, delivery, Customer Service, Daily Sales Report.

Company: Golechcha Housing & Infra-stru Pvt. Ltd. Nagpur- Feb 2005-May-2006

Designation: Office Assistant / Computer Operator.

Golechcha Pvt. Ltd. is group of companies having Golechcha construction, Golechcha Furniture, Golechcha Real State, Smile Montessori.

Responsibilities:

- Typing Agreements, attending various calls and follow ups,
- Maintaining files and database of the customers for various office communications.
- Distribute incoming mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
- Doing data entry, voucher entries & Documentation.
- Responsible to take orders for goods through telecommunication.
- Maintaining files and database.
- Attending call & booking orders on phone.

Educational Summary:

	University/ Boar	Year
BMC (Bachelor in Mass Communication)	Nagpur University	2001-2003
BA (Bachelor in Arts)	Nagpur University	1998-2001
HSSC	Maharashtra Board	1996-1998

Computer Skills:

- MS Office (Word, Excel)
- Microsoft Business Solution Navision
- Hyperion
- Orion
- Outlook & Lotus Notes

Personal Details:

Date of Birth : January 14th, 1980
Gender : Female
Nationality : Indian
Languages Known : English, Hindi, Marathi, Sindhi.
Marital Status : Married
Passport No. : M8589984
Visa Status : Husband Visa

I assure that all the above details are true and to the best of my knowledge and believe.

Yours truly,

(Nisha V. Rughwani)