**NEHA AGRAWAL**

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**Objective:** To work in an intellectual environment, that demands analytical skills, communication skills, which would help me, develop technical competence, learn and apply new technologies with a strong focus on leadership qualities.

**Work Experience:**

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| **Organization** | **Garden Silk Mills Pvt Ltd.-(Jan 2011-Dec 2013)** |
| **Location: Surat (Gujarat)** | |
| **Designation** | **Assistant Manager Raw Material** |
| **Profile:**  **Yarn Marketing**  **Summary of Qualifications:**  *Client relationship Management*  *Key Account Management*  *Negotiation Skills*  *Numerical Skills*  *Marketing Development*  *Leadership & Teambuilding*  *Accounting Management*  *Cold Calling*  *New Supplier Development*  *Supply Chain Management*  *Imports & Exports* | * **Purchase of Raw Materials –**Identify, qualify and select appropriate suppliers. Continuously optimize the supply base (quality and number) with a view to reducing costs, developing stronger relationships and working towards total cost of ownership. * Maintaining the records through in-house ERP system relating to material management, Suppliers data, International price analysis, purchase order and goods requisitions and the stocks records. * Sourcing of PTA & MEG locally from Reliance Industries, Indian Oil Company & Marubeni India (Domestic Imports). * Challenged to ensure timely delivery of materials as per specifications and within the set quality   •Lead negotiation and drive process with suppliers where local solutions are required, ensuring lowest total cost in order to contribute to the profitability.   * **Imports of Raw Material –** Importing RM from vendors like Daewoo, Samsung, Mitsubishi, Marubeni.   • Develop & maintained supplier partnership at local, regional & International level.  • Act as a single point of contact towards the sales / project team to establish procurement related needs and requirements.   * Procurement and Vendor Management- Documentation & Negotiation of prices & discounting factors.   •Ensure cost control, flexibility, quality, delivery and long-term assurance of procurement objectives within the supply base are established and achieved.   * **Financial & Accounting Aspects:** Issuing documents for Letter of Credits & getting all amendments cleared. * Reviewing & finalization of Contract Documents with Supplier & Shipping document with Logistic Partners. * Cash Reconciliation Statement I.e. Inward & Outward Statement. * Stock Reconciliation Statement. * Stock Inward & Outward as per PO And Allocation. * Branch Transfer of Stock. * Vender Reconciliation Statement. * Client Reconciliation Statement. * General A/c related work such as preparation of vouchers, record Keeping and accounting transactions. * Generating Purchase Invoices. * Client & Vendor Interaction & making follow-up for Payments. * Petty Cash Management & Cash book Reconciliation. * Making Reports as per Management Requirement. * Follow Up with Local Bank for Banking Transaction. * Works as Bridge with HO and Branch. * Supporting Logistic Department for all there Transaction in North Region. * Handling Sale Tax Work along with company chartered Accountant. * Final calculation of prices with the help of in-house ERP System * **Logistics-**Handling transportation of material from Start country to port (Shipping, quality check & approval at Ports) and then road transport (Trucks) to plant. * Involved in selling off excess and non-coherence material to another industry. * **Price Analysis-** Tracking & forecasting of international prices of the Raw material to evaluate business strategies and growth plan.   •Monitor main outsourced products and services in order to improve efficiency, revenue and reduce total costs.  •Provide regular reports to the demand side that brings visibility on value add and compliance.  **Established effective operating policies, lean initiatives and processes-** Provided inputs for enhancement to current ERP system to include international prices of Raw Materials through an external vendor (via interface) and do an internal trend analysis on monthly, weekly & ad hoc basis.  Was part of the User Acceptance Testing (UAT) Team to create scenarios and manage defect raised for the in-house ERP system enhancements.  Preparation of test plans, test cases and execution & reporting. Ability to write test cases and test scenario, review, run and generate test reports.  Ability to handle a team of testers while working on multiple deliveries simultaneously.  Coordinating smooth implementation of test plans with the development team.  Training the new members in the team and getting them productive quickly. |
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| **Organization** | **Reliance Life Insurance Pvt Ltd.-(May 08-July 2010)** |
| **Location: Mumbai** | |
| **Designation** | **Executive Sales Manager** |
| **Profile: MARKETING** | * **Marketing & Communication** – Designed and launched zonal level contest to drive sales. * Carry out **REWARD & RECOGNITION** activity, right from contest designing to execution of it. * **Procurement and Vendor Management-Selection and Negotiation** on marketing communication materials required for all contest and events (Gifts, Advertisement Materials). * Project handling-President’s Quality Award, MDRT 2008, 2009 2010.   **Results :** Converted 72 MDRT’s- (West Zone)- No. 1 in Pan India Ranking  Converted 120 MDRT’s- (West Zone)- No 1 in Pan India Ranking |

**Education:**

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| **Qualification** | **Specialization** | **Institution/university** | **Year of Passing** | **Result**  **%** |
| M.B.A. | Marketing | ITM Business School- Mumbai | May 2008 | 77.25 |
| B.B.A. | Marketing | South Gujarat University | May 2006 | 77.5 |
| H.S.C. | Commerce | Gujarat Secondary Education Board | Mar 2003 | 82.17 |
| S.S.C. | ---- | Gujarat Secondary Education Board | Mar 2001 | 80.57 |

**Training and projects:**

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| **Particulars** | **Period** | **Topic** | **Organization** |
| MBA Final Project | 2 mths | PR as a Marketing Tool- A Case Study | LinOpinion (Lintas PR Division) |
| MBA Summer training | 2 mths | Get subscriptions for (Indian Mgt) magazine- Target Status- Over achieved | Business Standard Ltd. (Mumbai) |
| BBA Final Project | 2 mths | Marketing Research (Advantage Cards) | Green Life Consultancy |
| BBA Summer training | 2 mths | Organization study | Net Gain Commodity Pvt Ltd. |

**Software Skills:**

ERP System

Excellent Power Point Presentations

In-depth skills of MS Excel & MS Word

**Awards & Achievements:**

* Awarded **GOLD MEDAL** for securing first position during graduation by B.R.C.M - Surat.
* Awarded **SCHOLARSHIP** at ITM Business School, Navi Mumbai on merit basis.
* Secured **2nd position** in **Ad Mad show** at Horizon 2003 conducted by S.R. Luthra Institute of Management, Surat.
* Hosted B.R.C.M College’s **First Press Conference** on 18th Aug 2004.
* Secured **1st position** in **Business Quiz** at Horizon 2006 conducted by S.R. Luthra Institute of Management, Surat.

**Co – Curricular Activities & Professional Association:**

* Cultural and Public Relations committee member in ITM Business School.
* Hosted Welcome Function and Farewell Function during graduation.
* Managed the Anniversary of Yuva Sankalp, an NGO in Surat, as a Head of Entertainment Department.
* Event Management Course of 3 months from EMDC from Jan-March 2005, Surat.
* Did Shaimak Davar Dance Classes (SDIPA) from Bangalore in May 2004.
* Learning from 8 years Playing Musical Instrument (Keyboard).

**Personal Information:**

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| Date Of Birth | 18th August, 1985 |
| Husband’s Name | Gaurav Jajodia |
| Hobbies | Playing Music(Keyboard), Watching movies, Solving Sudoku. |
| Languages Known | English, Hindi, Gujarati |