

NIKITA MERGU

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CAREER OBJECTIVE

Motivated and detail-oriented Merchandiser with a strong passion for the fashion industry. Seeking to leverage my knowledge of garment merchandising and exceptional organizational skills to contribute to the success of a dynamic and innovative garment company.

EXPERIENCE

16TH MARCH 2020 - CURRENTLY WORKING

JR. MERCHANDISER, CEBON APPERAL PVT LTD. MAHALAXMI MUMBAI.

JOB RESPONSIBILITIES:

- Collaborated with the senior merchandiser to develop new collections for the spring and autumn seasons.
- Assisted in the sampling process and updated style details and accessory orders accordingly.
- Created barcodes for products using platforms like gsk1.uk.
- Actively followed up with buyers to ensure timely receipt of purchase orders and addressed any required amendments.
- Worked on cutting plans to optimize material usage and minimize wastage.
- Maintained stock and inventory records in the Bright Pearl system, ensuring accurate and up-to-date information.
- Created and maintained Excel spreadsheets to track pre- and post-production samples.
- Managed Excel sheets for wear trials, documenting feedback and observations.
- Coordinated with production team to ensure smooth workflow and timely completion of orders.

SKILLS:

- Proficient in using e-commerce platforms like Bright Pearl for managing stock and inventory.
- Strong understanding of the product development process, from sampling to production.
- Detail-oriented with the ability to create and manage barcodes accurately.
- Excellent organizational and multitasking skills to handle multiple responsibilities effectively.
- Proficient in Microsoft Excel for maintaining various data records and reports.
- Strong communication and coordination skills for interacting with buyers and production workers

27TH SEPTEMBER 2018 - 6TH MARCH 2020

MERCHANDISER, UNIFORMS UNLIMITED PVT LTD.WORLI MUMBAI.

JOB RESPONSIBILITIES:

- Coordinated with buyers to understand their requirements and ensure clear communication.
- Prepared and sent swatches of fabrics and materials for approval, along with quotations.
- Facilitated coordination for special logos and specific requirements from buyers.
- Prepared and sent Proforma Invoices (PI) to buyers, followed by requesting purchase orders and advance payments.
- Managed the ordering process for accessories and labels needed for production.
- Worked on an internal portal for tracking orders, production status, and communication with internal teams.
- Followed up with the production team regularly to ensure orders were on track and met deadlines.
- Maintained regular communication with clients regarding payment status and addressed any payment-related queries.
- Documented and archived every detail of conversations and correspondences with clients via email.
- Created and maintained Excel spreadsheets to track each order's progress and facilitate follow-up with the internal team.
- Coordinated with buyers to ensure timely delivery of goods and followed up to confirm receipt.
- Maintained regular communication with buyers to assess their satisfaction with the received goods.
- Conducted follow-up calls or emails to obtain feedback on product quality and overall satisfaction.

JANUARY 2018

INTERN JR. MERCHANDISER, POOJA CLOTHING PVT LTD

- Assisted in pattern preparation and garment construction, ensuring accuracy and adherence to design specifications.
- Contributed to plant layout planning, optimizing workflow and efficiency.
- Coordinated with clients via email, addressing inquiries, providing updates, and confirming order details.
- Collaborated with vendors to ensure timely sourcing of materials and components for production.
- Stayed updated on the latest fashion trends and incorporated them into product development and design.
- Maintained Excel spreadsheets to track and organize all necessary information, such as vendor details, order status, and inventory.
- Assisted in quality control processes, conducting inspections to ensure garments met quality standards.
- Participated in meetings and discussions to contribute ideas and suggestions for process improvement and product innovation.
- Provided support to the senior merchandiser in various tasks and projects as assigned.

EDUCATION

COMPLETED B.SC IN TEXTILE SCIENCE AND APPERAL DESIGN WITH A+ GRADE FROM SNDT WOMEN'S UNIVERSITY MATUNGA, MUMBAI IN THE YEAR 2018.

COMPLETED HSC WITH 48.62% FROM SIWS UNIVERSITY WADALA, MUMBAI IN THE YEAR 2015.

COMPLETED SSC WITH 60.80% FROM GURU NANAK ENGLISH HIGH SCHOOL, MUMBAI IN THE YEAR 2012.

ADDITIONAL QUALIFICATIONS:

- Certificate in The Fundamentals of Digital Marketing from Google Digital Workshop
- Certificate Diploma in Physical Fitness & Weight Management from Dr. BMN College of Home Science
- Certificate in Soft Skills from Dr. BMN College of Home Science
- Certificate in Life Skills from Dr. BMN College of Home Science
- Certificate in Basic Computers from Dr. BMN College of Home Science
- Certificate in Personality Development from Dr. BMN College of Home Science

SKILLS

- Time Management
- Good Communication
- Self Confidence
- Handling Pressure
- Leadership
- Dealing with Stress
- Advanced Computer Skills
- Quite Adaptability
- Work Ethic
- Multitasking
- Decision Making
- Creativity
- SEO/SEM

Hereby, I declare that the above details are to the best of my knowledge and belief.