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| KALPANA **SRINIVASAN**  Merchandiser   |  |  | | --- | --- | | **Address** THANE, INDIA-400607  **Phone** 9944208300  **E-mail** KALPANAPARTHIBAN@YMAIL.COM |  | |  |

Dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

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|  | **Skills**   |  |  | | --- | --- | |  | Quick Learner |  |  |  | | --- | --- | |  | Effective Communication |  |  |  | | --- | --- | |  | Planning |  |  |  | | --- | --- | |  | Time Management |  |  |  | | --- | --- | |  | Team Work | |

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|  | **Work History**   |  |  | | --- | --- | | **Jan 2023 – Feb 2023** | **MERCHANDISER – LUXURY PRODUCTS**  KANCHI DESIGNS -By Shobha and Kunal Mehta, Navi Mumbai  · Planning and developing merchandising strategies  · Set a timeline for completion of every activity / projects  · Collaborating with internal departments to ensure completes works on  time and satisfy customer requirements.  · Create customized Mood board and present to Clients  · Inspect design after completion to determine whether client goals must  meet as per expectations / standards. |  |  |  |  | | --- | --- | --- | |  | **Sep 2018 – Dec 2022** | **SALES & CUSTOMER SERVICE EXECUTIVE**  *SGT INDIA PVT LTD, NEW DELHI*  · Communicated with customers in a variety of formats, such as phone calls, online chats and emails.  · Prepared 100 customer details along with contact details and communicated via phone and E mail to approach new business.  · Internal company Software used for data base maintaining and keep records in daily base.  · Technical data sheets filled and updated to customer end.  · Rejected comments along with photos and final approved or rejected garments need to update in system.  · Coordinate with all team members to provide right data and cross checking and validate and final mail suite to customers.  · Complete back end process managements. |  |  |  |  | | --- | --- | --- | |  | **Sep 2007 - Nov 2010** | **MERCHANDISER**  *PENGUIN APPARELS PVT LTD, MADURAI*  · Handled independently international Labels.  · Complete Tec sheet and measurement knowledge's  · Starting from fabric orders to shipment complete process need to follow up and complete on timeline.  · Preparing calendar for each orders and completing works with in time line. Helps for smooth work flow and identify deadline dates.  · Preparing the cost sheets, bill of materials, and work order sheets  · Dealing with suppliers to get raw materials and trims and packing material on time and supporting payment clearance.  · Coordination with cutting and pattern departments for fabric consumptions and marker planning/grading’s.  · Knowledge of weaving and knitting's, Embroidery, printing, dyeing and garment washing.  · Coordination with all departments to get effective outputs.  · Following up for sales man samples and Pre production and pilot run samples with sampling departments.  · Preparing internal order sheets and purchase orders.  · Maintaining quality as per AQL level of the customer  · Giving shipping instructions and following shipment process.  · During Buyer Visits, preparing presentation and Explaining the product ranges with developments.  · **Buyer's handled -CECIL, AIGLE, TBS, OOXOO, PETIT BATEAU** |  |  |  |  | | --- | --- | --- | |  | **May 2005 - May 2006** | **JUNIOR MERCHANDISER**  *GUPTA GARMENTS, CHENNAI*  · Co-ordinate with design departments closely  · Based on tech packs will make garments.  · Closely worked with sampling and production departments.  · Trims and packing materials ordered as per the requirements  · Preparing order sheet for SMS and complete follow ups.  · Reports are prepared in excel sheet for maintaining smooth work flow process.  · Coordinate with fabric team, Trims team, samplings, quality, cutting and production departments.  · Maintaining file for approved swatches, Lap dips approvals and trims for keeping records and maintained data's.  · **Buyers handling - TESCO, OXBOW, MEMO** | |

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|  | **Education**   |  |  |  | | --- | --- | --- | |  | **Jul 2007 - Aug 2009** | MBA: Apparel Merchandising  *Periyar University – Salem* |  |  |  |  | | --- | --- | --- | |  | **Jun 2006 - Jun 2007** | PG Diploma in Apparel Management: Textile And Apparel  *Sardar Vallabhai Patel Institute of Textile Manage - Coimbatore* |  |  |  |  | | --- | --- | --- | |  | **May 2002 - May 2005** | Bachelor of Science: Apparel And Fashion Technology  *Anna University – Salem* | |

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|  | **Software**   |  |  | | --- | --- | |  | MS EXCEL, |  |  |  | | --- | --- | |  | MS POWER POINT |  |  |  | | --- | --- | |  | MS WORD |  |  |  | | --- | --- | |  | PHOTOSHOP |  |  |  | | --- | --- | |  | SAP | |

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|  | **Languages**   |  |  | | --- | --- | |  | ENGLISH |  |  |  | | --- | --- | |  | HINDI |  |  |  | | --- | --- | |  | TAMIL | |

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|  | **Certifications**   |  |  |  | | --- | --- | --- | |  | **Jun 2019** | AYUSH-YOGA INSTRUCTOR | |

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|  | **Date of Birth**   |  |  | | --- | --- | |  | 29-11-1984 | |

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|  | **STATUS**   |  |  | | --- | --- | |  | MARRIED | |