**NOOR BANO CONTACT NO-7024266905, 8979366474**

**B2B Merchandiser Manager**

**Currently working with B2B customers**

**(e.g., Amazon, Sam’s, E&E, cloud-tail and Myntra)**

**E-MAIL noorbano687@gmail.com **

**ADDRESS: -**

***Rajiv Nagar, Bajri company***

***line par PO: Lalkuan District- Nainital***

***Block –Haldwani***

***State –Uttarakhand***

***Pin code – 262402***

**CAREER OBJECTIVE: -**

***To make a positive impact in my field of activity leading to Organization growth by creative application of my value-based convictions and professional divinity by putting my all efforts in the work assigned to me in an organization where I can grow along with the organization.***

**PROFESSIONAL EXPERIENCE & ACHIEVEMENTS: -**

➢ **Having 7+ years of working experience.**

**TRIDENT GROUP, Textile Company as a B2B Merchandiser Manager. (June 2015 to till date)**



**BAJAJ AUTO PANTNAGAR PVT. LTD as a Diploma Trainee Apprentice. (Jan 2015 to May 2015)**

**JTECH SONA AUTOMOTIVE INDIA LTD. as a Diploma Trainee. (Aug 2014 to Dec 2014)**



**Promoted as Manager for Trident Group.**

* **Received Most Valuable Person (2021), Udaan, Astima & Playing Captain Awards for Best performer & excellent team work.**

**Profile Summary: -**

➢ **Worked individually and collaboratively with team members to tactically market existing products by evaluating prospective clients and their needs while focusing on optimizing costs.**

➢ **Build strong customer relationships by understanding the client and their needs and ensure that the flow of materials remain uninterrupted.**

➢ **Acted as company representative at industry meetings, conferences, and events in order to gain insights into the various luxury brands and how they can be marketed.**

➢ **Knowledge of Production, Production Planning and execution, Order planning, Product Development in manufacturing industry.**

➢ **Working experience on customer’s portal regarding order & capacity planning, Container booking & dispatch activities.**

➢**Coordinating for External inspection and Testing in external labs .**

➢**Work with customer insights and analytics data and analysis to support decision making, and provide new ideas**

➢ **Understanding of Routine, Non-Routine servicing, Preparing Revenue, Stock and Overdue report.**

➢ **Coordinating with manufacturing Plants and Transporters for dispatching the Material and also ensure timely dispatch of Invoices to the Customers.**

➢ **Quick analysis of problems and suggesting containment actions and countermeasure.** ➢ **Punching of Sales Order in SAP after the approval of quotation from customer.** ➢ **Ensuring all required specification is being provided related to Punched orders, in order to avoid any mis-production.**

➢ **Following up with the Customers for Orders and Payments.**

➢ **Approval related issues of Order Intake with Higher Management.**

➢ **Coordinating with sales team, communicating relevant Information.**

➢ **Assisting Sales department to manage generated lead.**

➢ **Responsible for making sure that each step of the process is being performed effectively to rule out lost sales opportunity.**

➢ **Execute & analysis of new product for design/quality according to the customer requirement.**

**Customer Satisfaction:**

• **Quarterly rounds to the customers for solving their problems regarding deliveries and other several issues collaboratively.**

• **Lead regular meetings to work with marketing, production manager, vendor and SCM to ensure proper customer order planning with consideration of logistics capacity on warehouse receiving & storage space and outbound shipping management.**

• **Follow ups with Plant manager, logistic and forwarder for timely dispatches and OTIF.** • **Informing clients of unforeseen delays or problems.**

• **Handle customer complaints, find out the root causes, analysis problem and offers solution to reduce customer complaints.**

**MIS Reports:**

• **Preparation of MIS reports, reports for follow up market orders, shortfalls & why why analysis.**

• **Prepare revenue report, Stock report, aging report & Overdue report.** • **Preparing Dispatch Tracker and sharing to concern department for smooth execution to achieve the target.**

• **Preparing inventory report for reducing dead inventory.**

• **Preparing Reconciliation Report of order.**

**TECHNICAL SKILLS AND WORK-PRACTICE EXPOSUER**

• **Order Planning and execution through SAP-ECC & SAP-HANA, Symphony, MS Office and Outlook mail and customer’s portal (e.g. Amazon vendor Portal, CDS portal, BV Portal, Ikea vendor Portal etc.)**

**KEY SKILLS & COMPETENCE: -**

➢ **Quick learner with effectively problem-solving skill & ability to perform under pressure.** ➢ **Experience of leading team and working as a team member.**

➢ **Highly motivated, proactive providing quality & delivery driven goals.** ➢ **Willingness to follow instructions & take responsibility.**

➢ **Effective communication, interpersonal and negotiation skills.**

➢ **Ability to multi-task in a demanding engineeringenvironment.**

➢ **Ability to analyze problem and issues, finding root cause and resolution.** ➢ **Knowledge of 5’S, SFCF, FIFO, COPQ, TPM, CAPA, Kaizen & SQDCM.**

➢ **Good command on SAP SD, MS-Office.**

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**ACADEMIC QUALIFICATIONS: -**

➢ **Passed Senior Secondary (XII) with 66.4% from Government Inter College Lalkuan (affiliated by Uttarakhand Board) in year 2011.**

➢ **Passed Matriculation (X) with 70.2% from Government Inter College Lalkuan (affiliated by Uttarakhand Board) in year 2009.**

**TECHNICAL QUALIFICATIONS: -**

➢ **Diploma in MECHANICAL ENGINEERING with 80% (Agrt.) from GOVT. POLYTECHNIC COLLEGE KASHIPUR (U.S NAGAR) Affiliated to UTTRAKHAND BOARD OF TECHNICAL EDUCATION ROORKEE (UBTER).**

➢ **AutoCAD certificate from Govt. of India Society, Ministry of Micro, Small & Medium Enterprises Ramnagar (Nainital).**

**PERSONAL DETAILS: -**

***Date of Birth :-10/Mar/1994***

***Gender : - Female***

***Marital Status :-Unmarried***

***Language :-English, Hindi***

***Nationality :- Indian***

***Current CTC :- 9.0 LPA***

**DECLARATION: -**

**I hereby declare that the information given above is true to the best of my knowledge and belief.**

**Date:**

**Place: LALKUAN**

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