

Aakansha Bhardwaj

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Export Managers liaise between domestic sellers and foreign clients. These middlemen are responsible for coordinating shipments, negotiating with vendors and agents, recruiting and supervising staff, handling the billing process, and ensuring compliance with international trade regulations.

#readytowork

Work Experience

SN International

April 2014 to May 2018

Merchandiser

- Looking Domestic & Export.
- Dealing with Domestic & Foreign Buyer
- Fill all the queries of foreign buyers.
- Coordinate with the shipper Agent & Foreign Buyer & Vendors.
- File the Papers against shipment.
- Arrange all the goods in the Factory before dispatching.
- Maintain the relationship between client & company.
- Supervising staff, Handling the Billing process.
- Take the approval QC person before dispatching.
- Listing the Products on online portal Shopclues, Tradus.com, Snapdeal, Paytm, Flipkart & Amazon.
- Help in Increase the company product range & sales.
- Prepare Proforma Invoice against the PO.

National Sports

Merchandiser

- Looking Domestic & Export.
- Dealing with Domestic & Foreign Buyer
- Fill all the queries of foreign buyers on Alibaba
- Arrange all the goods in the Factory before dispatching.
- Maintain the relationship between client & company.
- Take the approval QC person before dispatching.
- Prepare Po against Proforma Invoice.

Senior Sales Manager (Domestic & Export)

Sports & Sports International

March 2012 to March 2014

- Data Entry.
- Looking Domestic & Export.
- Dealing with Domestic & Foreign Buyer.

- Coordinate with the shipper Agent & Foreign Buyer & Vendors.
- File the Papers against shipment.
- Arrange all the goods in the Factory before dispatching.
- Fill all the queries of buyers
- Maintain the relationship between client & company.
- Supervising staff, Handling the Billing process.
- Take the approval QC person before dispatching.
- Prepare Proforma Invoice against the PO.

Education

MBA in Mission Education

Sikkim Manipal University

2015

B.Com

C.C.S University

2012

Skills / IT Skills

- Tally

Additional Information

Skills-

- Manual Account & Tally 7.2.
- Basic Computer Knowledge.
- Knowledge of Import-Export & Online Portals.