***Rozy Sisodia***  
Address: 215 N Moore Rd, Apt 5026 Coppell, TX  
Telephone Number: 617 775 7196, 617 639 5498  
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**Career Objective:**

To acquire the position of a fashion coordinator and utilize my management skills to coordinate and execute different fashion events.

**Key Skills:**

* Extensive knowledge in the fields of fashion management
* Proficient at adapting to changes and incorporating novel ideas to work
* Superior task management abilities that help fulfill responsibilities
* Ability to respond to emergencies and risks promptly and responsibly
* Effective communication skills that help take orders and delegate responsibilities
* Worked with top most fashion houses i.e. Li & Fung and GAP

**Work Experience:**

***Designation: Sr. Fashion Merchandiser   
Organization: Ess & Bee International, New Delhi (India)***

Duration: 2002 - 2005

Responsibilities:

• Coordinates all aspects of sample receiving and archiving to ensure efficiency in process to support the merchant team

• Maintains the organizational system of the product room by delivery and new samples for review

• Communicates with vendors on sample related items including but not limited to, sample approvals, negotiating costing and delivery status for future and past due orders

• Shares information across functions, working closely with Marketing, E-commerce, Visual and Trend to leverage necessary resources

• Gathers, reviews and takes action on regular reports; provides to merchant to analyze

• Ensures all reports and products are accurate and ready in advance of merchant meetings or on an as needed basis

• Coordinates all logistics for internal sample sales

• Researches and stays current on emerging fashion industry trends through trade publications, fashion magazines, shopping the competition and social media

• Creates trend packs • Constructs color cards to distribute to merchants

• Works with merchants on and communicates approvals to vendors

• Assists with purchase order entry as needed to support the merchant team

• Acts as liaison with distribution center

***Designation: Fashion Merchandiser   
Organization: North India Trading Company (NITC), New Delhi (India)***  
Duration: 1999 - 2002

Responsibilities:

• Coordinates all aspects of sample receiving and archiving to ensure efficiency in process to support the merchant team

• Maintains the organizational system of the product room by delivery and new samples for review

• Communicates with vendors on sample related items including but not limited to, sample approvals, negotiating costing and delivery status for future and past due orders

• Shares information across functions, working closely with Marketing, E-commerce, Visual and Trend to leverage necessary resources

• Gathers, reviews and takes action on regular reports; provides to merchant to analyze

• Ensures all reports and products are accurate and ready in advance of merchant meetings or on an as needed basis

• Coordinates all logistics for internal sample sales

• Researches and stays current on emerging fashion industry trends through trade publications, fashion magazines, shopping the competition and social media

• Creates trend packs • Constructs color cards to distribute to merchants

• Works with merchants on and communicates approvals to vendors

***Designation: Jr. Fashion Merchandiser   
Organization: Orient Fashions Limited, New Delhi (India)***  
Duration: 1997 - 1998  
Responsibilities:

• Coordinates all logistics for internal sample sales

• Researches and stays current on emerging fashion industry trends through trade publications, fashion magazines, shopping the competition and social media

• Creates trend packs • Constructs color cards to distribute to merchants

• Works with merchants on and communicates approvals to vendors

• Maintains the organizational system of the product room by delivery and new samples for review

• Communicates with vendors on sample related items including but not limited to, sample approvals, negotiating costing and delivery status for future and past due orders

• Shares information across functions, working closely with Marketing, E-commerce, Visual and Trend to leverage necessary resources

**Educational Qualifications**

Bachelor's Degree in Science (B.Sc.), Agra University (India) – 1994

Advance Diploma in Fashion Designing (1995 -1997) from International Institute of Fashion Technology (IIFT), New Delhi

**Reference:**

On request.