

Contact HR Consultant for CV No: 339782

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Personal Details**

Gender: Female

Nationality: Indian

Marital Status: Single

Date of Birth: 09 October 1985

Seeking a challenging position to utilize skills and knowledge in the field of designing, counseling, and training within faculty fashion designing domain

**SUMMARY**

* Multi skilled and Innovative professional with over 6 years of diverse experience in faculty fashion designing, back office, Recruitment and Training
* Expertise includes: Training Management, Practical & Theoretical Training, Design Illustrations, Patternmaking, Design Concept, Textile Theory &Merchandising, Sales and Marketing
* Outstanding experience in sketching, planning, Monitoring and Evaluation of different aspects of Fashion Designing
* In-depth understanding of maintaining high standards for overseeing back office operations; comprehensive experience in administrative strategies, policies, rules and regulations
* Skillful in designing operational policies & procedures as well as implementing strategic plans for achievement of business goals and objectives
* Solid grasp of design techniques, tools and principles involved in production
* Experienced in programmes like Photoshop, CAD, MS office, illustrator and coral draw
* Creative, determined and result-oriented individual with excellent communication and interpersonal skills
* Consistently demonstrate leadership, sound judgment, decision-making capability, initiative and resourcefulness in responding to job challenges’

**FUNCTIONAL SKILLS**

|  |  |  |
| --- | --- | --- |
| * Information Technology
* Sketching / Drawing
* Back Office Management
* Design Concept & Strategy Fashion Illustration
 | * Recruitment/Counseling/Training
* Fashion Shows
* Design Illustrations
* Sales and Marketing
* Business Management
 | * Monitoring and Evaluation
* Practical & Theoretical Training
* Patternmaking/Design Concept
* Textile Design & Concept
* Guiding & Teaching
 |

**TECHNICAL SKILLS**

|  |  |
| --- | --- |
| Microsoft Office Suite  | PowerPoint, Word, Excel |
| Software  | Adobe Illustrator, Photoshop, CAD & Coral draw |
| Operating System  | Windows |

**EDUCATION**

* Bachelor of Science in Fashion Design and Business Management fromAnnamalai University/INIFD, 2009- 2012
* Diploma in Fashion Design from Los Angeles Academy of Design (INIFD**)** , 2008- 2009
* Diploma in Business Management and Basics from (ICFAI) The Institute of Chartered Financial Analysts of India), 2016

**CERTIFICATIONS & COURSES**

* Best fabric development at INIFD annual graduating show (2008)
* Most commercial viable collection (2008)
* Certificate at the annual exhibition (2008)
* Certificate of participation and excellence in attendance (2013)
* Certificate of merit for blast of target at Kotak Mahindra old mutual life insurance (2014)
* Certificate of merit of merit for launch pad (2014)

**KEY ACHEIVEMENTS**

* Received Medal and certificate for outstanding group of the year (2008 to 2009)

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation** | **Duration** |
| Kotak Mahindra Old Mutual Life Insurance | Agency Partner | Aug 2014-Aug 2016 |
| SINGEM Academy | Faculty and Councilor | Dec 2012-Dec 2014 |
| FAB and Fashion | Assistant Designer | Nov 2009-Nov 2012 |

**KEY DELIVERABLES**

**Design Faculty Management**

* Plan, monitor and evaluate of different aspects of Fashion Designing training under the guidance of training In charge
* Impart of basic knowledge of Sketching, coloring, designing to the students
* Coordinate with Administrative & Accounts Department
* Oversee the merchandise at the various stages: cutting, embroidery, production and quality control
* Assign style names and numbers and communicated ideas to the pattern maker and sample sewers
* Coordinate with suppliers for ordering stock and responded to enquiries
* Finalize the look in terms of color palette, fabrics, size and trims after a thorough research on current trends
* Coordinate fabric customization through guidance and follow-up with the garment dyeing unit and print vendors

**Counseling & Training Management**

* Train, motivate and manage students effectively, develop them into a strong professional, contribute highly to the achievements of the Fashion Design Department.
* Should be able to teach subjects like Design Fundamentals, Observational Drawing etc.
* Suggesting student the various streams of education and design teaching various practical and theory subjects like illustrations, design concept, design strategy, management, Management skill, textile concept, textile theory and merchandising

**Back Office Management**

* Maintain the daily transactions data in the MS excel sheets
* Prepare daily / weekly reports for different departments as per their standard formats
* Update the report formats as per the instructions from the higher management
* Contact customers/agents to remove any discrepancy in the received data

**EVENTS & PARTICIPATION**

* Effectively participated at the annual graduating show, best performing group (2008)
* Dexterously participated in the annual graduating show (2011)
* Active Participation in Exhibitions And Educational Exhibitions In Cities Like Delhi, Mumbai And Kolkata
* Active Participation in Fashion Exhibitions Like Cherry Orchard Chor Bazar, Saroj Nalini And Niaw

**LANGUAGE SKILLS**

* Fluent in English

**AVAILABILITY**

* Ready to relocate at the earliest / Possess no bond with current employer