**HUMA**

[**Huma.365155@2freemail.com**](mailto:Huma.365155@2freemail.com)

**STRENGTHS**: Keen Learner, Well-organised, able to work under pressure, Sincere, Hardworking,

and good interpersonal skills.

**EMPLOYMENT HISTORY**:

**May 2011 – Till Date Representative in India company Aromas Del Sur S.L., Spain**

(High Fashion Garments (Knits, Woven and Accessories)

Job Responsibilities: Independently handling and maintaining with the designers, suppliers, forwarders and exporters and also attending fairs.

**May 2008 – April 2011 Merchandising Manager in Orient Craft , New Delhi**

(High Fashion Garments (Knits and Woven) and Accessories)

Job Responsibilities: Independently handling and maintaining accounts of International Buyers - Anthropology (US), Urban Retail & Wholesale & Free People as a Head of Merchandising Managing and co-ordinating Merchandisers in the firm.

**Jan 2005 – April 2008 Senior Merchandiser in Sahu Exports , Noida**

(High Fashion Garments (Knits and Woven) and Accessories)

Job Responsibilities: Independently handling and maintaining accounts of International Buyers - Liz Claiborne(US), Anthropology (US), Marine Rineldi (France), Maxmara (Italy), Bel Air (France), Sandro(France), Apanage(Europe), Joie (US), Michael Kors (US), C&A (Europe), Patrick Gerard (France), Chine Collection (Hong Kong), Zara (Spain), Kew (London), Jigsaw (Europe), Isabel Mariant (Paris), and Woolworth (South Africa). Managing and co-ordinating Merchandisers & Assistant Merchandisers in the firm.

**Jan 2002 - Dec 2004 Merchandiser in Pintu Texnit Pvt. Ltd., Noida**

(Knit Garments mainly Men's Wear) Job Responsibilities: Managed projects independently. Involved in documentation, determining costing and

Average of Garments, Follow-up of orders and maintaining strong relationship with Buyers and Vendor.

**Feb 2000- Dec 2001 Assistant Merchandiser in Capsons, Noida**

(Leather Garments and Accessories ) Job Responsibilities: Documentation, managing projects, Follow-up of orders and developing customer relationships.

**Sept 1999 - Jan 2000 Computer Educator in Information Technology Career, Noida**

Job Responsibilities: Teaching the Basics of Information Technology and Computer Languages& programmes: C, CorrelDraw, PageMaker and Photoshop

**Aug 1999 - Jan 2000 Computer Teacher in Somerville School, Noida**

Job Responsibilities: Teaching computers to students from class I - IX

**EDUCATION AND QUALIFICATIONS**:

**Year Degree & University**

2004 Diploma in Fashion Merchandising

JD Institute of Fashion Technology

2010 Masters in Business Application

Sikkim Manipal University

2002 M.Sc (Information Technology)

Sikkim Manipal University

2001 MSCD certification

2000 3 month course in DTP from SIFT

1999 A-Level from DOEACC

1999 M.A (Economics)

Aligarh Muslim University

1997 B.A (Honours) Economics

Aligarh Muslim University

**TECHNICAL SKILLS (COMPUTERS):**

? Operating Systems - Dos, Windows

? C++, C, SQL, VB-6.0

? MS-Office, MS- Access, Photoshop, CorelDraw, PageMaker, Fox-Pro

? Web technology- HTML, Front page

? System Analysis, Design and Information Technology

**PROJECTS DEVELOPED:**

? Customised Payroll programme (using Fox-Pro) to maintain record of Employees

? Customised record maintenance programme for a hotel (Using Fox- Pro)