Name:\_---Sonal

PROFESSIONAL SUMMARY

Professional experience in Merchandising, Logistics, Market research, Key Account management and Business development

Self-motivated, innovative team player with sound communication and interpersonal skills

Well versed with Microsoft office skills(Word, Powerpoint, Excel, Photoshop)

WORK EXPERIENCE (4+ Years)

Merchandiser, April 2013-April 2017

SAM International, Moradabad (Brass city of India)

SAM International, (Estd.1985) is one of the well-established Manufacturers and Exporters of luxury decorative lighting (UL, CE & BS approved) in India

• Validating clients order confirmations in a timely manner, coordinating deposit payments and pass on to the production department to avoid any delays

• Maintaining documents and reports on the delivery status of purchase orders by managing daily coordination with clients and resolving the issues in a timely manner

• Updating client’s purchase portals and company’s portfolio with latest product details

• Responsible for export documentation for shipment to US, UK and Gulf countries

• Communication with freight forwarders and carriers for timely delivery of shipments

• Maintaining account related documents (invoicing, packing list)

• Communication with international buyers/buying agencies about new requirements

• Assisting in the creation of seasonal budgets through detailed end of season analysis and range planning

• Attending trade fairs and exhibitions to source new clients and understand new market trends

• Responsible for handling the complete Product development and the production from inquiry to shipment of an order

• Worked with a team of 5 resources in merchandising & production department

• Overseeing the production to adhere HQSE standards and to meet timely delivery

• Onsite visit to local suppliers and production houses to examine materials and craftsmanship so that needs of client can be fulfilled

• Worked with senior merchandisers for promotional execution and analysis of sales activities and execution

• Attending sales and marketing meetings to provide up to date delivery information and product development status

• Creating Inventory, sales reports and monitoring shipment flow across the region.

• Identifying production, supply difficulties and overcoming such obstructions & delays

• Preparation of production reports to pass on to respective departments

• Creating new leads and maintain costs as per client requirements

KEY ACCOUNT

EDUCATION

Post Graduate Diploma in Management | 2012

Balaji Institute of Modern Management, Pune

Bachelors in Commerce | 2010

Hindu College, Moradabad - MJP Rohailkhand University

TRAININGS & INTERNSHIPS

Cargill Foods India Pvt. Ltd.

• On field Market Mapping of fragmented food services in two states of India

• Established the distribution network for market penetration of Cargill edible oils “Nature Fresh” in then-unexplored territories of Western Uttar Pradesh & Uttarakhand

William Sonoma India Private ltd

• Training for GT NEXUS (Client’s Purchasing portal)

• Training for PLM (Clients’ product portfolio portal)

PERSONAL DETAILS

Languages : English, Hindi

Driving License : In-process (Parking tests passed)

VISA : Spouse

Availability : Immediate

Current Location : Dubai U. A. E.

Email : [Sonal.375274@2freemail.com](mailto:Sonal.375274@2freemail.com)

Mobile: Whatsapp +971504753686 / +919979971283