**“Curriculum Vitae”**

**RASHMITA Nationality: -Indian**

 **Add: -Al Murooj Plaza,**

**Rashmita-164546@gulfjobseeker.com** **Burdubai (UAE)**

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**Visa: - Visit Visa**

**DOB: -18/04/1996**

**Home Town-Indore (M.P)**



**CAREER OBJECTIVE**

A young and energetic individual having sharp analytical skills capable of working independently and learning quickly. Possess good communication skills over English, Hindi & Malayalam languages, to obtain a changeling opportunity where I can promote myself and my skills and find develop career-oriented profession with a professionally managed national or multinational organization where my skills or talent will be utilized in fully order to bring good quality results. My resourcefulness enthusiasm dedication and being a hard worker, quick learner are my strongest assets.

**AREAS OF EXPERTISE**

* Product Development,
* Sales Coordinator,
* Order Deliveries,
* Documentation,
* Team building/Leadership,
* Executive support,
* Customer Service,
* Office Administration.

**WORK EXPERIENCE**

**Company Ltd., India**

Position: Executive from (July 2017- September 2019)

**(Supplying Fabrics & Garments to National & Multinational Clients)**

* A high work performed as a Product Developer & Sales Coordinator

**WORKED WITH OUR FEW MAJOR CLIENTS:**

* For International Market-
	+ Peerless America,
	+ JC Penny,
	+ Hagger America,
	+ Charles.T(Europe) ,
	+ Vistula (Europe),
	+ Moss Bross (Europe),
	+ Qatar Airways,
	+ Oman Army,
	+ West Asia, etc.
* For Indian Market-
	+ Black Berrys,
	+ Allen solly,
	+ Madura Garments,
	+ Arrow,
	+ Raymond Park Avenue,
	+ Color Plus etc.

**DUTIES**

* Working for Domestic & Export Markets. In Domestic market, mainly working for two seasons Summer & Winter Collection. Fixing color pallet for collection considering International Color Trends. Developing new designs as per market trends for seasonal collection, mainly focusing on Suiting & Jacketing.
* Worked for Top Dealer Conference & Chairman Collection in which we offered Premium Quality with using exotic fibers like Rose, Banana, Pineapple etc. blended with wool. Also, keeping environment sustainable products like Recycle polyester, Paper etc.
* In Export Market, we are making as per cutting developments. Apart from this ensuring Quality aspects of fabric woven in terms of Design & Shade. Providing adequate information to Supply Chain Management & production departments by entering Master Data in SAP for right manufacturing of developed fabrics.
* Visiting markets with Sales team & attending seasonal bookings, trade exhibitions, conferences & meetings in all over India. Also, demonstrating & presenting products to clients in bookings.
* Coordinating with sales team, storekeeper, our customers for sales orders, deliveries schedule.
* Attend customer’s incoming call, enquiries, and emails and monitor other emails assigned by DGM, prepare documents.
* Responding to customer complaints give support, investigate resolve any administrative obstacle in regards delivery dates or any other, develop the positive ongoing relationship with customers.

**EDUCATION**

* Bachelors of Engineering [B.E] Passed in - 2017 with 9 CGPA in Textile Technology from Shri Vaishnav Institute of Technology & Science, Indore (M.P).
* Higher Secondary School Certificate [HSSC] Passed in - 2013 with 84% from Madhya Pradesh Board of Secondary Education.
* Higher Secondary School [HSS] Passed in – 2011 with 85% from Madhya Pradesh Board of Secondary Education.

**PROJECTS**

* To reduce the lead-time & cost savings for export market, Panelope CAD software is introduced for trial purpose, work is still in process.
* Re-engineering of Monza Prime Brand- Blend Optimization modified the blend composition of Monza Prime Jacketing fabric to achieve working performance & cost savings.
* For Coarser Count Jacketing, had made many innovative designs in various blends .All designs appreciated by all over domestic customers & received good orders.

**ACHIEVEMENTS**

* Awarded with the “RAYMOND REJOICE AWARD” for achieving highest orders in Jacketing Winter- 2019 collection.
* Won “CHANCELLOR’S SCHOLORSHIP” for being University topper at State Level in 2018.
* Achieved “GOLD MEDEL” for the Meritorious Performance by the M.P Governor Hon. Mrs. Anandiben Patel in 2018.
* Got “BEST STUDENT AWARD” by Shri Vaishnav Institute Of Technology & Science in 2018.
* Got “BEST STUDENT AWARD” by TATA CONSULTANCY SERVICES (TCS) in 2017.

**OTHER ESSENTIAL SKILLS**

* SAP
* MS-Office
* CAD Software

**INTERPERSONAL SKILLS**

* Time Management
* Adaptability
* Ability to work under pressure
* Decision Making