

GARIMA MISHRA

Citizenship : Indian ▪ Date of birth : 14-AUG-1995

Contact

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Objective

To seek challenging avenues where my knowledge matches with the organization's growth.

Key Skills

- A dynamic and multitalented professional with Marketing & International Business knowledge.
- Strong leadership and motivational skills.
- Entrepreneurial spirit
- Ability to handle pressure and team.
- Excellent in communication in written and verbal both.
- Fair knowledge of Wordpress CMS

Brief Responsibilities

- Highly responsible for quality merchandise & on scheduled delivery.
- Direct communication with buyers and plan meeting whenever necessary.
- Understanding the market trends and developing sample presentation for buyers accordingly.
- Roles involves in Product development, quotations, samples collections & presentations, production control/supervision.
- Regular follow up buyers and inter departments for a smooth running of the order for on-time delivery.

Education

Year	Qualification	University/Board	Percentage
2018	MBA	A.K.T.U.	80.7%
2015	B.Com	A.K.T.U.	56%
2012	Intermediate	C.B.S.E	86.80%
2010	High School	C.B.S.E	85.6%

Experience

- Working as a **Merchandiser with Sharda Exports, Meerut**
 - Roles involves in Product development, quotations, samples collections & presentations, production control/supervision.
 - Fully responsible for handling production related issues using own expertise.
 - Ensure the goal set for the particular season if achieved, business development from various customers.
 - Regular follow up buyers for a smooth running of the order for on-time delivery.
 - Understanding the market trends and developing sample presentation for buyers accordingly.
 - Right from the new development till shipment of any style.

- New sourcing & sample development.
- Self-estimated costing cost negotiation & finalization of orders as per buyer's comments.
- Critical path management.
- Regular update to the buyer on orders/sample status.
- Direct communication with buyers and plan meeting whenever necessary.
- Regular coordination with all departments like sampling, production, and quality to ensure things are done perfectly and on time.
- Working as Social Media Optimiser with The Rug Republic, Meerut
 - Come up with creative ideas while following the ongoing trends.
 - Create social media posts using different tools like Canva, photoshop, adobe premiere, powtoons, etc.
 - Schedule, run and optimize online campaigning for the social media posts
- Working as Web content specialist with www.gabdiq.com
 - Content writing for non-perishable articles
 - Curate online content
 - Optimise website

Extra achievements

- Seminar on Green Construction.
- Workshop on Disaster Management, Fire Safety & Handling Emergency Situations.
- Workshop on Rain Water Harvesting.
- Became a proud member of Swachch Bharat Mission by **designing economical toilets** to be built in the remote villages near Meerut as a project of 'Late Lala Sharda Prasad Shakuntala Devi Memorial Foundation' founded by Mr. Jitendra Kumar Gupta (Chairman, Sharda Exports).

Languages

English	Read, Write, Speak
Hindi	Read, Write, Speak

Personal particulars

Father's Name	Late Mr. Maya Shankar Mishra
Mother's Name	Mrs. Neeta Mishra
Marital Status	Single
Hobbies	Cooking, Reading & Browsing Internet with the keen focus on ongoing trends.