

BHARTI BHASKAR DAKHARE

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CAREER OBJECTIVE

Seeking a position in the textile industry where I can leverage my education and training in textile technology, garment sourcing, and supply chain management. With over a two years of experience from Stäubli India Pvt Ltd. I am adept at back office sales, managing the entire sales process from order booking to shipping and invoicing. I possess comprehensive knowledge in spinning, weaving, dyeing, knitting and merchandising processes. My background includes internships at leading textile companies and completion of a professional course in merchandising and SCM and I Am eager to contribute to a forward-thinking textile organization.

EDUCATION

B.Tech Textile Technology

Shri Guru Gobind Singhji Institute of Engineering and Technology Vishnupuri, Nanded.
2019 - 2023

HSC

Mahatma Gandhi Jr college of Science Gadchandur.
2017 - 2019

SSC

Mahatma Gandhi Vidyalaya Gadchandur.
2015 - 2017

WORK EXPERIENCE

Back Office Sales Executive

Stäubli India Pvt Ltd. Andheri East

June 2023- Till date

- Processing pre-booking proforma invoices and coordinate follow-ups with customers internally.
- Prepared and forward offers to customers.
- Update customer files using CRM.
- Handling customer inquiries and resolving complaints in a timely and professional manner.
- Coordinating with other department to ensure smooth workflow and efficient operations.
- Preparing and generating reports, presentations and correspondence as required.
- Managing and organizing files, both physical and electronic, to ensure easy retrieval and accessibility.
- Interaction with customers and managing financial follow-ups, including advance and balance payment, letter of credit, and draft counter shipping documents.

- Manage to follow-up of weekly schedule (ship & invoice)
- Forward documents related to transport (Invoice, P/L B/L, CoO, COI,)

Apparel Sourcing Intern

Raymond Ltd. Thane

09 Jan 2023 - 28 Apr 2023

- Gained experience in order management in supply chain division.
- Assisted in sourcing and procurement of garments from various vendors.
- Conducted quality checks and sampling of garments.

Intern

Alok Industries Ltd. Vapi

15 June 2022 - 14 July 2022

- Learned about yarn dyeing, terry towel, and knitting division.
- Observed the production process and machinery of different textile products.

Trainee

Raymond luxury Cotton Ltd. Amravati

01 Jan 2022 - 15 Jan 2022

- Worked as an intern in spinning, yarn dyeing, and weaving department.
- Studied the properties and characteristics of different types of yarns and fabrics.

CERTIFICATIONS

-Extra Academic Elective Course in Merchandising & SCM

Shri Guru Gobind Singhji Institute of Engineering and Technology Vishnupuri, Nanded
Sep 2022 - Dec 2022

- Completed a four-month course on merchandising and supply chain management for the textile industry.

SKILLS

- Proficient in CRM and VPC software, technical and commercial deal registration, financial follow-ups, and managing shipping schedule and invoicing.
- Skilled in preparing customer's offers, handling letter of credit, and ensuring accurate documentation.
- Textile Technology: Spinning, Weaving, Dyeing, Knitting
- Experienced in garment sourcing, quality control, and supply chain management.

Date: 17/01/2025

Place: Ankleshwar (Gujarat)

Bharti Dakhare