

RESUME



BACHU MANJIT SINGH

Present Address:-

RM 205, Buiding No.23, Liede Garden, Tianhe District
Guangzhou, China.

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Work Experience:

Designation : **Out Bound Sales Representative**
Company : **Tata Aig Insurance (India, Mumbai)**
Duration : **5th may 2002 to 10.Nov 2004**

Job Responsibilities:

- enter information into a computer as you are speaking with customers
- use multi-line phone systems
- make arrangements for the installation, removal or change of services and/or products
- establish accounts in billing systems
- quote and compute rates for new services accurately
- summarize the contact and explain what will happen next
- assist with inbound calls during times of high volume

- interact with other functional groups to ensure customer satisfaction
- meet established productivity goals: sales, call handling time, records accuracy
- obtain, establish and access customer credit information
- work simultaneously with multiple computer applications and databases
- prepare sales reports
- perform credit review

Designation : Sales Merchandiser
Company : Billion Act Limited Company in Guangzhou China
Duration : 10,Jan,2004 to 31 march 2013

Company main products are electronics/electricals/sundries/toys/garments.

Job Responsibilities:

Planning and developing merchandising strategies
 Source right factories and get good price.
 Analyzing sales figures, customers reactions and market trends to anticipate product needs
 Collaborating with buyers, suppliers, distributors and analysts to negotiate prices, quantities and time-scales.
 Collaborate with buyers, suppliers, distributors and analysts to negotiate prices, quantities and time-scales
 Maximise customer interest and sales levels by displaying products appropriately
 Produce layout plans for stores and maintain store shelves and inventory
 Forecast profits/sales and plan budgets
 Monitor stock movement and consider markdowns, promotions, price changes, clear outs etc
 Build constructive customer relationships and team with channel partners to build pipeline and close deals
 Remain up to date with industry's best practices
 Prepare sales/purchase contracts.
 visit factories for quality checking
 visit canton fair with customers.

Designation **Sales Merchandiser**
Company : **Elite International Company, Guangzhou China**
Duration : **20th august 2013 till 5 Dec 2015**

Products: Ladies tops/Wooven/Jeans

1. Responsible for the follow-up of orders.
2. Proficient in product expertise;
3. Coordinate and communicate with other departments, suppliers and customers.
4. Follow-up of orders and manages the product from the reception of the order to the delivery in time.
5. Anticipate and solve problems during process. Reports to management the different issues on time and keep your leader informed.
6. Comply with the company's rules and regulations.
7. Complete other tasks assigned by the leader.
8. Facilitated the development of strong working relationships between vendors and purchasing department managing the requests for samples and overseeing the quality of general production.
9. Maintained clear communication with various vendors. Kept clear records of communication
10. Liaised with quality assurance and purchasing departments in order to inspect products and provide timely feedback to the product development departments and vendors.

Designation **Sales Merchandiser**
Company : **World Wide Trading Company, Guangzhou China**
Duration : **20th august 2015 till 5 sep 2017**

Products....Ladies Handbags/Wallets/Leather Belts

Job Responsibilities:

- Participate in marketing events such as seminars, trade shows, etc.,
- Present New Product Introductions/Presentations to retail
- Attend trade shows. This keeps abreast of new products and services that can be able to sell to the customers
- Responsible for the office administration work. .
- Preparing reports, correspondence and other documents.

- Preparing Quotations, Sales Confirmations, Purchase Orders, Sales Invoices, and sourcing and handling petty cash for the Guangzhou Branch.
- Process and Follow up on all orders as necessary. Coordinate demos and trainings as necessary.
- Monitor, update and follow up the order status
- Handling QC inspections for all orders
- Sourcing for new suppliers and goods
- Negotiating with factories and suppliers
- Follow sampling procedure.

Designation Operation Manager
Company : BLS International service co.ltd Company,Guangzhou CN
Duration : 15th April 2018 till 17th August 2018

Job Responsibilities:

- Manages the growth and success of the team
- Coordinates activities that affect operational decisions and business requirements
- Responsible for the production, procurement, and planning of daily operations
- Communicates with all relevant employees to ensure delivery times are met
- Plans, schedules, and reviews workload and manpower to make sure targets are being met on a cost-effective basis
- Manages the stock control, and checks that inventory records are accurate
- Ensures the production team has enough time to manufacture and deliver products based on the client's request
- Creates a detailed schedule based on strict deadlines
- Communicates any changes in the order or delivery date to relevant parties
- Monitors production standards
- Makes sure the working environment maintains access to quality equipment
- Purchases materials and services required for production
- Follows up on interruptions to the order
- Organises, plans, and implements inventory activity
- Confirms that health and safety regulations are followed
- Provides guidance to employees

Academic Qualifications:

Senior Secondary Class From Mumbai Board 1992
Higher Secondary Class From Mumbai Board 1994
Graduation From Pune University 2009

DIPLOMA COURSES:

Maritime Safety Management ---Risk Assesment
Occupational And Behaviour Based Safety
Diploma In Fire And Safety

Personal Information :

Marital Status	Married
Religion :-	Punjabi
Nationality:-	Indian
Gender:-	Male
Height ;-	5 '11' inch
Complexion;-	Fair.
Passport no ;-	Z2374561
Languages know:-	English ,Hindi ,Punjabi, Marathi & Mandarin
Computer Skills.	World/excel/photo shop/Outlook

Thanks & Regards

(BACHU MANJIT SINGH)

