

Bharti Rochwani

Dubai, U.A.E.

Mob. +971-55-4320581 Email: tilokanibharti@gmail.com

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

QUALIFICATIONS

B.COM. (M. S. University, Vadodara -Gujarat)

SKILLS

- M.S. Office
 - Tally 7.2
 - SAP
 - Dynamics 365
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CAREER HISTORY

SevenSeas Ship chandlers LLC

Procurement Executive (FMCG)

Dubai-U.A.E.

Period: Dec 2022-Present

Seven Seas is a global maritime services group that specializes in providing general ship supplies, stores, spare parts & leading technical maritime brands through its extensive global network.

- Dealing with suppliers
- Checking inventory and placing orders as per requirement/Demand
- Following up with supplier for the delivery
- Checking mails of suppliers reverting for the same
- Confirming availability/non-availability of products with suppliers
- Arranging non-available items from outside
- Handling GRVs and arranging replacements/creating return orders
- Making reports for returned products/items.
- Handling NCRs if any quality issue for the products and making report for the same
- Uploading NCRs in portal and informing QC team for the same

West Zone Fresh LLC

Purchase Executive

Dubai – U.A.E.

Period: April 2018 to October 2019

West Zone Fresh is Dubai's Leading Supermarket chain since 2005. West Zone is a successful group in retail which has well designed stores that allows shopping experience.

- Purchasing products as per requirement
- Making LPOs and forwarding the same to the suppliers
- Updating the purchase & sale report on daily basis
- Updating closing of the products
- Handling the price change of the stores for Promotion & short expiry items
- Checking mails on daily basis & reverting for the same
- Making orders for import items & making IPO for the same
- Checking the order for our company famous brand "Yash"
- Informing our retail stores about promotion of the products

Choithrams

Assistant Manager

Dubai – U.A.E.

Period: 11/04/2010 to 02/06/2015

- Customer service
- Managing staff as required
- Placing orders as per the requirement of the store
- Updating 'Price Revision'
- Checking price tags in the store and changing price tags if any
- Checking Mails & Reverting for the same
- Monitoring the team's performance
- Assisting the team by performing tasks with them
- Helping staff with training and development
- Handling complaints from staff and customers both
- Reporting to Senior Manager

Aditya Birla Minacs (BPO)

CSR (Customer Service Representative)

Vadodara, Gujarat, India

Period: 02/02/2007 to 31/03/2010

Aditya Birla Minacs is a business and technology outsourcing company with headquarters in India, Toronto, Canada, and Detroit USA. It is a subsidiary of the Aditya Birla Group.

- Serving customers by determining requirements
- Answering inquiries by clarifying desired information
- Resolving problems by clarifying issues and listening to queries
- Escalating unresolved problems
- Fulfilling requests for activation or deactivation of any service
- Forwarding complaints to solve customers' problems
- Selling additional services by recognizing opportunities to up-sell accounts
- Maintaining call center's database by entering information
- Multi-tasking and communicating politely
- Building relationships with customers