

# MANSI BHATT

## Manager in Export Marketing and Documentation

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### CAREER OBJECTIVE:

TO BECOME SUCCESSFUL PROFESSIONAL IN THE FIELD AND TO WORK IN AN INNOVATIVE AND COMPETITIVE WORLD. I AM WILLING TO WORK AS A KEY PLAYER IN CHALLENGE AND CREATIVE ENVIRONMENT. ALSO TO PURSUE A CAREER THAT PROVES TO BE HELPFUL TO THE ORGANIZATION THAT I AM ASSOCIATE WITH AND WHICH ENSURES PROFESSIONAL GROWTH.

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### WORK EXPERIENCE:

November 2019- Present:

Manager in International Sales and Documentation.

Conor Granito Pvt. Ltd.

#### ❖ International Marketing:

- Provide Administrative support to the Director of International sales regarding Global Market.
- Searching Globally Importers of Ceramic tiles.
- Maintain accurate database of all dealers and distributors from the worldwide.
- Communicate with Importers and convince them to do business.
- Regular follow up with Existing Client for the further business expanding and giving them Service after sales.

#### ❖ International Documentation.

- Arrange the stuffing plan of the container.
- Follow up with Shipping line for the smooth procedures
- Handle the cargo till the Port of Loading.
- To Prepare After Shipment Document Client documents.
- To Guide Client regarding any other document if they require from the Us side.

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## EDUCATION QUALIFICATION:

Bachelor of Commerce: M.J. Kundliya – Rajkot

- Saurashtra University
- March-2019

Program in Import-Export Management: IIIEM Rajkot

- May- 2019

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## AREA OF EXPERTISE:

- Market Research
- Sales & Marketing Strategy
- Customer service
- Advertising

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## PERSONAL INFORMATION:

Full Name: Mansi Rajeshbhai Bhatt

Date of Birth: 12-08-1999

Marital Status: Unmarried

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Nationality: Indian

Currently working: In India

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## DECLARATION:

I hereby declare that information stated above is true to the best of my knowledge.

Your Faithfully  
Mansi Rajeshbhai Bhatt