**Bhakti .M. Soneji**

82, Badrikeshwar Bldg., 3rd floor, flat no- 13, Mobile: +91 8879287821

F Road, Marine Drive, Mumbai 400002. e-mail: bhaktimsoneji@gmail.com

**Career Objective:**

Looking forward to working with your dynamic organization where I can contribute effectively with my understanding.

**Summary:**

* Seven years of work experience as Purchase and QA in the jewelry industry.
* Two years of work experience as Purchase head in a departmental store.

**Competence :**

* Client handling
* Project Handling
* Quality assurance
* Team Handling
* Designing
* Strong Communication Skills
* Efficient Multi tasking and Interpersonal Skills

**Skill Set :**

* **Linguistic skill** - Proficiency in English, Hindi, Spanish and Sindhi.
* **Software skill –** MS office and Internet Application.

**Work Experience:**

**A To Z Sports (Europa)** **Las Palmas (Spain) from** **Jan 2010 to Feb 2012 -** A Store dealing in Sportswear, Perfumes and other accessories.

Worked as the Head of the Purchase department -

**JOB DESCRIPTION:**

* Updating Stocks and Daily Sales.
* Banking & Cashiering of the Store.
* Co-ordinating with Head- Office regarding Payments & Stocks.
* Handling Inwards & Outwards of Warehouse.
* Active Participation in Store Setup

**Continental Jewelers -**  **Lan Zarote (Spain) from Jan 2007 to March 2009 – A corporate dealiing into gold and diamond jewelery.**

Worked as purchase head and quality assurance department involving in 4 C’s (Cut, Color, Clarity and Carat)

**JOB DESCRIPTION:**

* Looking & sending new designs for approval.
* Pricing of new launching products.
* Replying to clients emails
* Arranging new designs , reports & new presentations, for client meeting’s
* Sending reports to customers on their request.
* Proper planning & coordinating done with diamond
* Developed and nurtured strong business relations with Major Jewllery Industries – Jewellers to ensure regular and repeat business opportunities.
* Maintained reasonable stock and handled inventory management.
* Developed productive relations with key clients and ensured prolonged business association.
* Scheduled job allocations to team and regularly achieved agreed sale as well as production level.

**Interswiss Jewelers -** **Lan Zarote (Spain)** **from May 2002 to Jan 2007.**

Worked as purchase head and quality assurance –

**JOB DESCRIPTION:**

Started as an assortment trainee where I learnt gradually to do the assortment as well as grading and coloring and pricing of the same.

Promoted as the Purchase Head and quality –

* Took care of Purchases required time to time
* Preparing gold balance report & model status reports monthly/quarterly/half yearly.
* Preparing Jewellery Quotations for clients
* Follow-up with clients for product development as well as open order status.
* Costing and analyzing margin trends
* Order processing
* Interacting with clients
* Designing.
* Co-ordination with manufacturing unit
* Issue and dispatch of stock.

**Academic Qualification**:

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| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institution** | **Board/Univ.** | **%** |
| 2001 | H.S.C. | R.D. National College | Maharashtra | 56 |
| 1999 | 10th | St. Joshep’s High School | S.S.C. | 52 |

**Certification:**

Diploma in Jewellery designing from Interswiss academy (Spain).

**Personal Information:**

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| Date of Birth | : 26th January 1983. |
| Hobbies  Marital Status | : Painting, Drawing and Photography.  : Married. |
| Nationality | : Indian/Spanish. |
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