

## **CURRICULAM VITAE**

### **Experience :**

I have 19 year experience in Business Development,Sales, Exports, Administration, Sourcing etc.

### **Objective :**

To obtain a senior position in a company where I am involved in virtually every Department & to practice my skills and utilize my knowledge and experience & earn a decent living for myself & my family.

### **Personal Information :**

Name : Rajiv Bhardwaj

Date of Birth : September 21, 1971

Language Known : English.Hindi,Punjabi

Gender : Male

Marital Status : Married

### **Educational Qualifications :**

Master of Business Administration (MBA) in Advertising, Communication & Marketing

From Maastricht School of Management, Netherlands – 1999 – 2001.

Post Graduate Diploma in Computer Application

### **Key Skills :**

Administrative Management

Production Management

Liaison & Coordination with Govt. Agencies

October 2001 – March 2021

I joined as a Management Trainee which is our family concern

and I was involved in every department of the company from Sourcing to Sampling to Approvals to Production to Inspection to timely dispatch of Shipments.

In April 2007 I became Assistant Manager and handling Sale Indian Handicrafts products for the company.

In 2011 I became as Manager and started looking after export sale of Fashion Jewellery & Accessories items in the overseas market. My job included participation in various B2B

fairs being organized in India & Abroad and to generate inquiries for the company and follow up and convert them into orders for the company.

In September 2015, I became Sr. Manager look after their

complete operations from sourcing to sampling to buyer relations to production and to of handicrafts items.

Now I want to change my job in search of future growth in my Career.

**Countries Visited :**

Netherlands; Belgium; Germany; Italy; Nepal;

E-mail : [01rajiv.bhardwaj@gmail.com](mailto:01rajiv.bhardwaj@gmail.com)

Cell No : 8178481829

Thanking you,

Yours faithfully

Rajiv Bhardwaj