

Sr Merchant-- Greater Noida

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Company: Globalzone

Location: Greater Noida

Category: business-and-financial-operations

Correspondence with the Foreigners Buyers & Buying House

- Make Proper Costing
- Negotiate With Buyers Regarding Prices
- Development of Fabrics, Samples and Accessories
- Follow up with the Washing
- Keeping All Samples and Accessories & Maintain Files
- Co-ordinate & plan with fabrication, Procurement; Production Department
- Follow up of Time & Action Plan
- Maintain & update orders file & make sure to incorporate time-to-time changes asked by the Customers
- Prepare contracts and getting the same validated and file
- Coordinate and liaise with factory and buyers to ensure smooth cargo operations
- Update information of customer orders
- Making Shipment Records, Purchase Orders, Buyer Records
- Thoroughly check the L/C opened by the buyer as per sales contract
- Monitoring Logistics of Textiles ongoing shipments, pipeline information
- Sending Packages to Buyers
- Able to deal with complicated projects

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