****

**NAME - Heera Lal Chauhan**

**Address - 103 Gali No.3 Om Nagar, Mohan Nagar Ghaziabad, UttarPradesh India**

**Mob no. - 9956131322,**

**E-mail Id -****monuchauhan.7391@gmail.com**

**CAREER OBJECTIVE**

To be a part of an organization with the willingness to accept challenges for its growth and development and create value regularly.

Worked in Jaypee Marketing In Noida from 22 Nov. 2019 to 30 April 2020 as a Assistant Manager E-Commerce ( Online Sales )

Handling entire marketplace operation like Flipkart ,Flipkart Smart , Amazon, Ebay Firstcry , Healthkart ,order processing and product listing .Knowledge of Unicommerce.

Worked in Portronics Digital Pvt. Ltd. as a E-Commerce Executive From 4 oct. 2018 to till 21 Nov. 2019.

Work profile- Handling Amazon Seller Central Amazon flex , Flipkart Assured, ( Smart Fullfillment )Paytm ,Paytm Wholesale

Myntra,Snapdeal, Shopclues ,Tata Cliq, etc.

Responsbilities-Warehouse Management, Inventory Management,update inventory in Unicommerce and Marketplace,Generate invoice and label, coordinate with logistic partner,manifest uploading,product barcode printing, making GRN, Gate pass , handling customer queries, MIS, making sales report,

Supporting accounts team for sales and business through online sales.

Past Exp- Worked in a Doubledutchbus Pvt. Ltd Noida as a e-commerce executive from 1 Nov 2017 to 4 oct. 2018

Past Work Profile - Listing Product (Women’s garment) on marketplace, likeLimeroad ,Flipkart, Amazon, Paytm, Shopclues etc.Catalog management,

OrderProcessing, Dispatch of stock,Image uploading, manifest uploading, manage Return,Image editing. online sales, Advertising

Past Experience- Worked in Future Retail Ltd. as an stock auditor (Operation) from 1 Feb 2016 to 6 July 2017 at Gurgaon.

**Past Work profile-**

Inventory Audit Services

Operation Audit Services

Warehouse Audit Services

Knowledge of F&B, Fashion, Staple, Non-Food and GM.

Past Exp- Worked in Angel Broking Pvt. Ltd as a Investment advisor cum service advisor from 22 Jan 2015 to 30 Jan 2016 in Lucknow.

**PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course (Stream)/Examination** | **Institution/University** | **Month/ Year of Passing** | **Performance** |
| BBA(Business Application) | Annamalai University Chennai | June 2011 | 55% |
|  |  |  |  |
| NCFM (Capital market) | NSE – NCFM | 9 April 2015 | 65% |

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course (Stream)/Examination** | **Institution/University** | **Month/ Year of Passing** | **Performance** |
| 12th Commerce | U.P. Board | May 2008 | 48% |
| 10th Science | U.P. Board | May 2006 | 55% |

**TECHNICAL PROFICIENCY**

MS Office

Internet

Diploma in computer application 6 month program

Type writing speed 25 wpm

**KEY SKILLS (Strengths)**

* Optimistic
* Honest
* Hard working
* Punctual
* **INTERESTS (Hobbies)**
* Reading newspaper, listening music
* Watching movies,

**PERSONAL DETAILS**

**Father’s Name :** Purnavasi Chauhan

**Date of Birth :** 07-03-1991

**Permanent Address** : Vill – Natini, Post – Jhudia, Khajani, Gorakhpur

 273212, U.P. India

**Languages Known :** English, Hindi

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_ (Heera Lal Chauhan)