KULDEEP VERMA

E-mail:kuldeepverma@gmail.com
Mobile: 8909339194
ECOMMERCE EXECUTIVE

CAREER OBJECTIVE

To achieve important position in a reputed organization through my hard work, experience, knowledge and determination in office co-ordination and administration as well as help the organization to better.

PROFESSIONAL SYNOPSIS

Pride in the quality of my work, and a willingness to personally perform even the most menial tasks to remove assignment obstacles and get the job done.
  ➢ Skilled in building lasting relationships with clients, who frequently request advice.

WORK EXPERIENCE

Organization:**Enkay Exports Pvt. India Ltd, Agra.**
Brand Name: **DIWAAH**

Job Title: ECOMMERCE EXECUTIVE   **Duration:01** JUNE 2016 To Till Date

Responsibility

  ➢ Handle all types of Online Brand Promotion.
  ➢ Making New Vendors for company.
  ➢ Working B2B Business i.e. Ajio, Myntra etc.
  ➢ Working Flipkart Assure (FA), Amazon FBA etc.
  ➢ Ensuring timely stock update, sync online all ecommerce sites and catalogue like **eBay, Paytm, Myntra,Shopclues, Snapdeal, Amazon, Jabong** etc.
  ➢ Catalogue Making & Upload.
  ➢ Getting all images corrected as per the requirement with the help of team member.
  ➢ Creating Master SKU File excel after collating details from all team members, which shall be used for creating Channel SKU XLS file.
  ➢ Uploading channel SKU file with marketplace and reverting queries if any. This should in the format of the channel and ensure this is first time right.
  ➢ Stock Check.
  ➢ Ensuring stock sync is done daily morning and where this sync not available, sending file for the update.
  ➢ Being sensitive towards NIL stock item and immediately inform the Head Operations.
  ➢ Reporting Daily process work to management.
  ➢ Checking the all Product Inventory.
  ➢ Coordination with Store & vendor.
  ➢ Working on all panels such as **Amazon, Snapdeal, Flipkart, Paytm,Shopclues**etc.

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Organization:**Hirel Exports, Agra.**

Job Title: ECOMMERCE EXECUTIVE   **Duration:05** MAR 2016 To 31 MAY 2016

Responsibility

- ➢ To file claim (in case of damaged/used or wrong product received) on various marketplaces like-Amazon, Flipkart, Snapdeal & Paytm etc.
- ➢ Ensuring timely stock update, sync online all ecommerce sites and catalogue like **eBay, Paytm, Shopclues, Snapdeal, Amazon, Jabong** etc.
- ➢ Catalogue Making & Upload..
- ➢ Creating Master SKU File excel after collating details from all team members, which shall be used for creating Channel SKU XLS file.
- ➢ Uploading channel SKU file with marketplace and reverting queries if any. This should in the format of the channel and ensure this is first time right.
- ➢ Ensuring stock sync is done daily morning and where this sync not available, sending file for the update.
- ➢ Update Inventory in **Unicommerce Software**.
- ➢ Reporting Daily process work to management.
- ➢ Checking the all Product Inventory.
- ➢ Working on all panels such as **Amazon, Snapdeal, Flipkart, Paytm,Shopclues**etc.
- ➢ Execute the order with the help of Unicommerce Software.

ACADEMICS

- ➢ Pursuing MBA Second Year with dual specialization IT & Finance in Distance from Subharti University Meerut UP.
- ➢ B.COM from Dr. B.R. Ambedkar University, Agra in 2019.
- ➢ 12th Pass from UP Board in 2016
- ➢ 10thPass from CBSE Board in 2014

COMPUTER PROFICIENCY

Exposed to a fully computerized environment at work and I am proficient with-
- ➢ Microsoft Office (Word, Excel, Power Point and Outlook)
- ➢ Familiarity with usage of Unicommerce Software.

PERSONAL MEMORANDA

Languages Known: Hindi &English
Date of Birth: 9-APR-1999
Permanent Address: H. No. 25/172 D/1,Patel Nagar Jeoni Mandi, Agra-282002.
Interest Areas: Listening Music& watching cricket.

Date: - _____   **(Kuldeep Verma)**

Place: - Agra