Afrin Salim Khan

**Room No – 407, Taju Seth Chawl,**

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**Kurla-Andheri Road,**

**Mumbai- 400072. Maharashtra.**

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To be associated with a progressive organization that gives me scope to apply my skills & enhance my knowledge and to work dynamically towards my professional and organizational growth. Well versed with product management, content management and E-commerce.

Educational Profile Academic:

 Commerce Graduate from Rajarshi Shahu College 2014.

Passed Higher Secondary from SNDT College Matunga in March 2011.

 Passed S.S.C from St Jude’s High School in March 2009.

Work Experience:

 Value Retail as Senior Catalogue Management Executive

 (April 2019 till Date).

* Cataloguing (Content Creations)
* Build of product: Converting raw data into final content which would be live on website
* (Naming, Images, Description, Feature Bullets, Category and Attributes).
* Quality Check of Listings
* Listing on Amazon, Flipkart, Paytm, Limeroad, Firstcry, Pepperfry, Bigbasket, Snapdeal & Shopclues (Kitchenware Category).
* Image editing at Photoshop App.
* Emailing Activity for the Amazon Customers.
* Reviewing customer queries and feedback
* Answering customer queries related to products
* Smart Inventory Updations for Flipkart
* Flex Inventory Updations for Amazon

Lumina Datamatics Ltd as a Senior E-Commerce Executive-

(April 2018 – March 2019).

-ShopLadder:

-Cataloguing

-Build of product: Converting raw data into final content which would be live on website

(Naming, Images, Description, Category and Attributes).

-Quality check of Build

-Maintenance: Re-pricing of product (updating the price)

-Link matching of products (Amazon, ShopLadder and Walmart)

-Pottery Barn: Attributions

Work Responsibilities:

Surfing on the Internet and collate data as per the attributes.

 Reporting and syndicating information based on research.

Image Processing using Industry standard tools

Information Editing & Classification

Cataloguing and Categorization of the data.

Make sure deliveries are met as per the time-lines.

Manage day-to-day project deliveries.

Researching and reproducing product information as per client specifications.

Accountable for Cataloguing, Image Solutions, Content Management, Data Analysis and Quality Analysis.

- Iksula Services Pvt. Ltd. as an E-Commerce Executive-

(November 2015 – February 2018).

-Snapdeal: (Apparels, Jewelries, Footwear & Backpacks)

-Worked on Client data for Content Enrichment which included attribute filling and quality checking of various products across different categories based on the available information.

-Enriching the product catalogue for all the departments by using in-house tools or by means of research on vendor’s portal.

-Wayfair:

-Web cataloguing

-Product Categorization

-Building a good Category Structure

-Working on various client tool

-Image Processing using client tool

-Conduction Quality Check for internal & vendor’s data

-Ensuring Timely deliveries by efficient team coordination

-Researching ad reproducing product information as per client specifications

Appsdaily into Customer Service Department as Customer Service Executive for 5 Months.

Key Skills:

-Proficient with E-Commerce Content Management requirements.

-Good Communication and call etiquettes.

-Strongly adhere to time management and extremely devoted towards the profession

-Ability to multitask and perform quality work under pressure situations

-Capability of introducing creative and innovative techniques

-Enthusiastic individual with the eagerness to learn new things

Logical, passionate and determined when approaching problems

-High skilled at analyzing data and sorting relevant information

Personal Profile:

Father’s Name : Salim Usman Khan.

Date of Birth : 09th November 1993.

Marital Status : Single.

Nationality : Indian.

Languages known : English, Hindi and Marathi.

Activities : Participated in various sporting activities during school.

Hobbies : Cooking.

Date :

 (Afrin S Khan).