

SHALINI KUTTITHAMBI

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1012, 1st Floor, Dhanvantari temple
Street, Olympus,
Coimbatore - 641045



I am a qualified and professional E-Commerce executive with 4 years of experience, Searching for a good company where I can utilize my skills and talents for the growth of the company.

EDUCATION

2014

Government Girls High School,
Ashokapuram, Coimbatore

SSLC

89%

2016

Government Girls High School,
Ashokapuram, Coimbatore

HSC

86%

2019

Government Arts College,
Coimbatore

BSC PHYSICS

90%

SKILLS

MS Office



Outlook



Shopify



Magento



Cute POS



LANGUAGES

English



Tamil



EXPERIENCE

OCT 2021 - MAY 2023

From India (S & T Groups) | **E-Commerce Executive**

- Offloading stock deliveries, processing work orders.
- Order Invoicing, Billing
- Perform a variety of fulfillment duties such as pulling customer orders, checking orders, assembling orders. The process done in shopify by accepting the order; tracking and processing them until they get delivered.
- "Cash handling" : Frequent checking of company's bank statement
- Monitor cash receipting functions.
- Authorize transactions, such as refunds, voids, etc.

E-Sales & Customer Service

- Customer service - issues related product, order tracking, sales, follow up.
- The process done in shopify by accepting the order; tracking and processing them until they get delivered.

JUL 2020 - MAY 2021

IKYA Human Capital Solutions Pvt.Ltd | **Sales Person**

- SBI Cards - Sales & Customer Service
- Cards : SBI Bank - Calls, Follow Up

PERSONAL

Date Of Birth : 02.12.1998

Material Status : Single

Gender : Female