

CURRICULUM VITAE

Kashif Ahmad

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CAREER OBJECTIVE

To work for a successful & value-driven organization which will give me the opportunity to develop the skills acquired in my academic professional career and encourage to grow professionally.

SUMMARY OF QUALIFICATIONS

- Possess strong analytical and ability to make well thought out decisions.
- Effective communicator and able to deal with change.
- Coordination with internal / external departments for smooth business activities.
- Capable of handling back-office operations.
- Good communication and organizational skills and a self-learner.
- Good knowledge of MS Office and Internet Surfing.

EDUCATIONAL QUALIFICATIONS

- Master of Business Administration (M.B.A.) Uttar Pradesh Technical University.
- Bachelor of commerce (B.com) CCS University.
- Passed Senior Secondary School from C.B.S.E.
- Passed Higher Secondary School from C.B.S.E.

WORK EXPERIENCE

Safetix Protective Equipment Pvt Ltd

Senior E-Commerce Executive

August 2023 to Present

- Listing & promoting products online marketplaces, successfully added products to different platforms Amazon, Flipkart etc. to improve visibility and sales.
 - Managing inventory & pricing, keeping track of all stock and adjusting prices to define customers' requirements and market trends.
 - Ensured high- quality product listings, make sure all products listings met Amazon and Flipkart Standards by paying close attention to details.
 - Creating & developing coupons promotions to increase sales and build customer relationships.
 - Co-ordinated product shipments to Flipkart, managed the process of sending products to Flipkart's warehouses to make sure everything arrived on time and correctly.
- Planning and execution of effective advertisement campaigns using Sponsored Ad CPC Ads to boost sales and brand visibility.
- Keyword analysis and updated product listings to improve search visibility and drive traffic.

Pause International Pvt. Ltd.

E-Commerce Executive

Oct 2022 to July 2023

- Manage website's order processing, order fulfillment & returns.
- Manage E-commerce portals like (Flipkart, Amazon, Seller Flex, JioMart, Meesho, Tata click, Shop clues, Paytm etc.)
- Managed Coordination and dispatch of Sku's to Amazon FBA Facilities in various countries like: India & UK.
- Listing of various deals, promotions & advertisements with product pricing time to time.
- Strong Coordination with Warehouse & Logistics Team for Timely Dispatched of booked order.
- Preparing Tax Invoices (e-Invoice) and follow up for payment on regular basis.
- Reconciliation of Stock Inventories (Globally) on weekly basis.
- Provide Exceptional Support to Global Customers.
- Preparing Month End Sales Reports & upcoming forecast for Management Review.
- Resolves any Sales Related Issue with Customers.
- Responsible for Monthly Expenses and Office Petty Expenses.

Power Spring Gym And Fitness

E-Commerce Executive

Feb 2021 to July 2022

- Manage website order processing & order fulfillment, including ensuring timely shipping & delivery as well as returns.
- Manage E-commerce portals like (Flipkart, Amazon, Myntra, Tata cliq, Shopclues, Snapdeal etc.)
- Listing of New Products in Different E-Commerce Portals.
- Strong Coordination with Warehouse & Logistics Team for Timely Dispatches.
- Preparing Tax Invoices After Checking QC Verification.
- Update Stock Inventory and Payment on Daily Basis.
- Provide Exceptional Support to Key Customers.
- Preparing of Proposals & Quotations for Bulk Orders.
- Preparing Month End Sales Reports for Management Review.
- Resolves any Sales Related Issue with Customers.
- Providing Complete Back End Support.

PERSONAL DETAILS

Father's Name	:	Mukhtar Ahmad
Age & Date of Birth	:	8 th Augst 1990)
Sex	:	Male
Marital Status	:	Married
Languages Known	:	English & Hindi
Hobbies	:	Visiting New Places Listening Music

I solemnly declare that all the particulars given above by me are correct to the best of my knowledge and belief.

Date:

Place: Noida

(Kashif Ahmad)