

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

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|---------------------|---|-------------------------------------|
| 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)