

GADDAM ROHITH

VIRTUAL ASSISTANT

CONTACT



9640315370



rohithgunna6440@gmail.com



www.linkedin.com/in/rohith-gaddam-b02758246



Hyderabad

SKILLS

Project Management

Leadership Experience

Professional Development

Teamwork and Collaboration

Problem-solving Abilities

EDUCATION

BACHELOR OF DEGREE

Capital University

2018 - 2021

BACHELOR OF COMMERCE -
ACCOUNTING With 7.27 CGPA

STRENGTHS

Self Confidence

Quick learner

Able to Communicate with new People.

Time Management

LANGUAGES

Telugu



English



Hindi



PROFILE

I am seeking a challenging role where I can leverage my diverse skill set to drive operational excellence and enhance organizational efficiency. I aim to contribute to a dynamic team environment while spearheading strategic initiatives to optimize processes and maximize productivity.

WORK EXPERIENCE

Aaron's E Commerce Wala - Virtual Assistant - 2022 - Present

Amazon Seller Central Management

- Dynamic professional with a proven track record of excellence in Amazon Seller Central management. Proficient in various facets of Seller Central operations.
- Proficient in creating compelling A+ content, optimizing images, and enhancing SEO to drive product visibility and sales performance.
- Skilled in managing support cases, coordinating seller support, and ensuring smooth account operations to maintain customer satisfaction.
- Experienced in conducting thorough account analysis, generating detailed business reports, and optimizing overall account performance through effective inventory management and campaign evaluation.

TikTok Commerce Specialist

- Managed end-to-end operations of TikTok seller account, optimizing listings, sales, and inventory.
- Orchestrated successful promotional campaigns, collaborating with creators to drive product visibility and sales.
- Expert in addressing challenges like product delays, ensuring customer satisfaction and brand reputation.
- Proficient in TikTok affiliate marketing, driving traffic and sales through targeted initiatives.
- Executed TikTok seller central process with precision, ensuring compliance and efficiency.

VA SKILLS

- Responsible for closely working with 5 Managing Directors of a multinational corporation based in the United States. Duties include efficiently managing their calendar scheduling, entering and organizing expenses into reports, overseeing travel arrangements, handling various business-related tasks, coordinating and scheduling events, and ensuring the maintenance and security of personal data.
- Possessing extensive knowledge and proficiency in Excel, including data mining and cleaning, as well as expertise in PowerPoint and advanced Excel functionalities.
- Experienced in email scheduling and proficient in Google Workspace applications, along with managing client Outlook and handling reports for efficient client communication.
- Skilled in cold research techniques and proficient use of LinkedIn Sales Navigator and email finding with research.

Branch Relationship Executive - SBI CARDS - 2020

- Executed customer engagement initiatives and sales strategies within SBI Bank branches as a Branch Relationship Executive for SBI Cards, demonstrating proficiency in promoting and selling credit card products to achieve sales objectives. Provided tailored guidance and assistance to clients, ensuring high-quality service delivery and customer satisfaction.