**CURRICULUM VITAE**

## Hemanta Bauri.

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#### Gujarat, India. **E-mail: hemantbkr12@gmail.com** **Mob: +91 7984344882**

**Objective:**

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

**Work Experience**

**E-commerce Operation Executive**

**Jade Blue Lifestyle India Ltd. from June 2014 – Dec 2018.**

* Prepare full product catalogue properly and maintain with timely updation.

(JadeBlue,Amazon,Flipkart,Snapdeal,Paytm,Shopclues,Jabong,Magento,Gofynd, Limeroad,Tatacliq,E-comnation,Myntra,Siddhesh Chauhan.com,Vinculum and Uniware)

* Handling all customers query related to item delivery, return, replacement, payment method and product information.
* Record and maintain files and records of customer requests, work or services performed, charges, expenses, inventory, and other dispatch information.
* For dispatching co-ordinate with our courier vendor and look after the formalities and paperwork
* Defining the optimal customer web site experience, including working with internal/external teams on the development and maintenance of web content and translating our customer’s needs into new site features and new services.
* Perform quality assurance reviews to ensure website accuracy and functionality.
* Monitoring/Checking entries of all incoming department courier are done properly in the register with time mentioned and also in Easy Shopper.
* Daily Order Processing from panels of various partner channels. (JadeBlue,Amazon,Flipkart,Snapdeal,Paytm,Shopclues,Jabong,Magento,Gofynd,Limeroad, Tatacliq, ,Vinculum,Sellerware,Uniware)
* Maintaining and analysing monthly sales data as well as innovating offers to boost sales.
* **E-commerce Executive**

**Fibre2Fashion Pvt. Ltd. from Dec 2018 – July 2020**

* Handling Client's catalogue for listing on different marketplace and maintain timely Updation on Fibre2Fashion.com,F2F mart,Amazon,Flipkart,Snapdeal,Paytm,Shopclues,Jabong,Magento,Gofynd,Limeroad,Tatacliq,Myntra,Voonik,Mirraw.
* Handling all customers query related to item delivery, return, replacement, payment method and product information.
* Maintain clients product's details and other data information.
* Properly Update discount and Inventory (Vinculum and Unicommerce) as per clients data.
* For order dispatching co-ordinate with our dispatch team, and look after the formalities and paperwork
* Defining the optimal customer web site experience, including working with internal/external teams on the development and maintenance of web content and translating our customer’s needs into new site features and new services.
* Resolve Clients query.
* Maintaining and analysing monthly sales data as well as innovating offers to be.
* **Senior Ecommerce Executive**

**Krios Building Material Pvt. Ltd. from Aug 2020 – Present**

* Handling product listing on variant marketplace.
* Update inventory for all marketplace on daily basis.
* Resolve all customer query and co-ordinate with order processing team
* Analysis Monthly sales data and prepare sales plan for Cloudtail & Flipkart Vendor
* Analysis campaigns report and maintaining advertisement and done as per requirement.

**Education:**

* **Bachelors in commerce** from Burdwan University West Bengal With Specialization in honor’s in Accountancy in Year 2013
* **PRE-BACHELORS DEGREE** from West Bengal Council of higher secondary Education with Second Class in the year of 2010
* **SCHOOOL SECONDARY** from West Bengal Board of Secondary Education with First Division in the year of 2008
* **Computer Proficiency:**
* Computer Basics with Tally (7.2 Version)
* Microsoft Word, Microsoft Power Point and Statistical Computation in MS Excel

**Skills:**

* Better understanding & fast learner
* Market Research Ability
* Optimum usage of available resources
* Flexible to the any situations for organizational needs

**Personal Data:**

**Father’s Name :** Ashok Kumar Bauri

**Date of Birth :** 26th August, 1992

**Marital Status :** Unmarried

**Nationality :** Indian

**Language Known :** English, Hindi, Bengali and Gujarati.

With Warm Regards

(Hemant Bauri)