

# GAURAV SHARMA

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## Career Objectives

Seeking a challenging job in the field where my skills and qualifications could be utilized for the employer's growth.

## Academic Qualifications

- ✚ B. Com. from Delhi University
- ✚ 12<sup>th</sup> from CBSE board.
- ✚ 10<sup>th</sup> from CBSE board.

## Computer Skills

- ✚ MS word
- ✚ MS excel
- ✚ Good knowledge of internet.

## Work Experience

- ✚ One year experience in Sushil Goyal & Associates Dec 2016 to JAN 2018
- ✚ ATINA INDIA as Sr. E-commerce Executive from Feb 2018 to Feb 2021

### Job Responsibilities:

- Handling the portal like Amazon and Flip kart, Meesho.
- Listing of product ( single and Bulk , A+ Content)
- Order processing, Product Listing/ Cataloging Bulk and single.
- Rich Listing through both seller central
- Contacting customer regularly for feedback
- Pricing Product

🚦 **Industrybuying.com** as Senior Catalog Associate (10 Feb 2021 to 3 May 2024)

**Job Responsibilities:**

- New Digitization on the website of IB of Different Vendors across India
- **Analyzing** the Raw file and cleaning and preparing and collecting information before uploading.
- The incumbent will completely own the given marketplace and be given a free hand to experiment and try new skills.
- Listing catalog on channels and good knowledge of Channels back-end panel.
- Interacting with the catalog team for any concern directly.
- Creating, managing and sharing the catalog operation reports (daily/weekly/monthly) with the Manager and stakeholders.
- Maintained Productivity with TAT, Accuracy, efficiency as well.
- Enrichment of created listing according to the catalog with all information.
- Quality Check of the SKU Created on regular basis.

Signature:

Date: