

CURRICULAM VITAE

AASTHA TANEJA

Address-16/5, Lal Quarter, Lohia Nagar, Ghaziabad

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Objective

To work in an organization of great repute where I can contribute to my level best and Work as team player and help in achieving goal of the organization.

Educational Qualification

- ❖ **Graduation (B.COM) from DU SOL,**
- ❖ **PGDM Major Finance from IMT (Correspondence)**
- ❖ **Intermediate passed from CBSE in 2014 from Shri Thakur Dwara Balika Vidhayalaya**
- ❖ **6 month basic course of computer knowledge from NIIT**
- ❖ **3 month course of tally from NIIT**
- ❖ **Knowledge of MS Office applications**
- ❖ **Knowledge of Photoshop, Banner Designing, Etc.**

Core Competencies

- ❖ **Relationship Building**
- ❖ **Proactive approach**
- ❖ **Problem solving & decision making**

Professional Experience

- ❖ **Working As Key Account Manager in HomeMate Smart Private Limited - still working.**
 - Management of Online Marketplaces (Amazon.in, Flipkart etc)
 - Manage and optimize **Ad Campaigns** on Marketplaces Like Amazon.in and Flipkart.
 - Manage the content creation and listing of products across all marketplaces.
 - Management of Return, Claims, Reimbursements.
 - Review and ensure product listings are clear, complete & meet the standards.
 - Develop sales strategy for existing inventory and new product launches.
 - Review competitors and keep track of new products and their pricing.
 - Creating Coupons, Promotions, Deals on market place like Amazon.in.
 - Delivered promotional activity to drive sales and competitiveness whilst supporting effective stock management.
 - Responsible for merchandising, sourcing, marketplace account management functions.

- Coordinate with Logistic Team.
- Solving Customer Complaints and Queries.

❖ **Working As E-commerce Executive in Leading IT Company EG Logics Softech PVT LTD.(Website-Idiya.co.nz)-22-Feb-2021-31-May-2022.**
(Listing Of Products on International Website Idiya.co.nz and On international market Place Like Travevine).

❖ **Worked As E-commerce Executive in Leading E-commerce company PTC Engineering Pvt Ltd (Website-Peng Essentials.com) -17-Aug-2020-21-Feb-2021.**

- Listing of products on all online portals-Amazon.in, Flip kart, Snap deal, Meesho, GEM Manage and confirm orders on different marketplace, Managing B2B portals like India mart, Exporters India etc
- Knowledge of Advertising, Campaign Creation and A+ Content on amazon.
- Knowledge of listing on Magento 2.0 portal

❖ **Worked as E-commerce Executive in Leading E-Commerce company, SG CRAFTBAZAR PVT LTD (Listing of products on all online portals, Manage and confirm orders on different marketplace, Managing B2B portals like Indiamart, ExportersIndia etc) –(24-Jan-2018)-(1-August-2020)**

❖ **Worked as Customer Support executive in ELCOTEK INDIA PVT LTD**

Salary Expected Per Month (RS)

❖ **Negotiable**

Personal Profile

Fathers Name : Mr. Ashok Taneja
Date Of Birth : 12 June 1996
Language Known : Hindi, English , Punjabi
Nationality : Indian
Marital Status : Single/Unmarried
Gender : Female

Date:

Place:

(AASTHA TANEJA)