

RESUME

Address:-

E-2/887, STREET NO-14A 4th

PUSTA SONIA VIHAR DELHI-11009

(SURAJ SHARMA)

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Email:- suraj887sharma@gmail.com

CAREER OBJECTIVE:-

- Looking for a job a change in ecommerce industry. I've more than 10+ years of experience in ecommerce. A complete knowledge of ecommerce process. Like (Cataloging, Seller Onboarding, Operations, Vendor Management, Sourcing, Purchasing, Sale & Promotion, Import, Export, and all Warehouse activity) I like to work mostly in challenging environment and to update myself continuously by challenging my own capabilities.

KEY SKILL

- Photo shoot, Listing, Orders Processing, Inventory, Sales, Advance Excel, Promotion, Business Development, Inventory management, Purchasing, Handling All Courier related issue, Maintain Account Health Performance, Policy Compliance, Account Reinstate, Handling (Amazon, Flipkart, Meesho, Etsy, Snapdeal, Myntra)

PROFESSIONAL EXPERIENCE:-

Total work experience: 10+ Years

(Currently Working in Pringle Homeware Pvt. Ltd.)

Pringle Homeware Pvt. Ltd. (Home appliances)

June - 2022

- **Head of Ecommerce Business**

ABOUT THE COMPANY

Established in the year 2005 with the vision to bring unmatched 'Quality and Innovation' to the cooking appliances sector in India. The brand sets the standards for durability, performance, design, ease of use and easy to reach customer service. Pringle stands for long-term planning, its values, good customer relationships, and an employee-oriented corporate and leadership culture.

ROLES & RESPONSIBILITIES

- Handling entire operations
(Dispatch, Orders Processing, Inventory Management, FBA Shipment, Inbound, Outbound)
- Business Development with new idea and innovation
- Sending FBA through IxD Program.
- On boarding seller flex and setup in-house fba warehouse.
- Competitor Price, Product and product designing analysis.
- Entire Product category Management
- Campaign Management & Sale Boost
- Data and Sale Report Maintain through advance excel Tool
- Handling and coordinating Designing & Quality team for better product.

Stok International (Manufacturing of Currency Counting Machine)

Jan 2021 to Continue

(Ecommerce Manager)

(Handling A2Z Operation of Online Sales, (Sale & Promotion, Account Health Management, Account Reinstate, ASIN Reinstate, Cloudtail Onboarding, Maintain Account Health Performance, Maintain all Policy Compliance)

ABOUT THE COMPANY

SToK International was incorporated in the year 2015 as a Partnership based firm. We are the prestigious Manufacturing and Importing of Currency Counting Machine, Paper Shredder Machine, Laminating Machine, Air Purifier, Air Fryer, Coffee Maker, etc. All our team members actively strive to meet the diverse requirements of our clients so as to achieve maximum customer satisfaction.

HealthGenie India PVT. LTD. (Medical, Personal Care, Fitness)

May 2020 – to Dec - 20

- Ecommerce Specialist
(Sale & Promotion, Account Health Management, Account Reinstate, ASIN Reinstate, Cloudtail Onboarding, Maintain Account Health Performance, Maintain all Policy Compliance)

Asian Hobby Crafts (Art, Hobby & Crafts Supplies)

Jan 2016 – April 2020

- Manager (Ecommerce/Online Sales Team)

ABOUT THE COMPANY

AsianHobbycarfts.com is a Online arm of Ganga Ram Amar Nath Group , which was established in 1950 in Sadar Bazaar Market in New Delhi. AsianHobbycarfts.com offers unique and 100% flexible way for shopping Art, hobby and crafts materials online. At Asian Hobby Crafts hold vast variety of DIY, Art Hobby and Crafts Products. www.asianhobbycrafts.com

ROLES & RESPONSIBILITIES

- Process all orders on daily basis with in time frame.
- Handling all operation (Dispatch, Order Schedule, Inventory, Packing)
- Handle Day to day operation work in warehouse.
- Business Development.
- Customer Management.
- Vendor Management
- Sales Promotion.
- Monitor all orders delivered to End customer or facing any courier/product issue.
- Handling a team of 10 people (content creation, operation executives, Production)
- Manage and grow the e-commerce business through online channel partners like Amazon, Flipkart, Snapdeal.com, Paytm etc.
- Knowledge of big commerce website panel.
- Knowledge of ecommerce software, (Unicommerce, Easyops)

M/S Bellstone Hi-Tech International

Jan'2014 – December 15

- **Purchase Executive**

ABOUT THE COMPANY

BELLSTONE HITECH INTERNATIONAL is an advanced professional "INDUSTRIAL DEPARTMENTAL STORE" in Chawri Bazar, Delhi(India) with internationally successful client centered of purchase methodologies and in perfect sales, manufacturer and marketing of industrial products

M/S MEGHA ENTERPRISES

June'2012 – Dec'2013

- **Marketing Executives Cum Stock Incharge**

ABOUT THE COMPANY

Megha Enterprises Established in year 2010, at Delhi (India) “Megha Enterprises” are one of the noteworthy Traders and Suppliers of an exclusive range of Electrical & Electronic Measuring and Testing Equipment. Its product range is widely used in various sectors like government, semi government, private and public sector industries, telecom, power generation, iron & steel sectors, and many more.

ACADEMIC QUALIFICATION:-

➤ B.A.	DELHI UNIVERSITY	2017
➤ Intermediate	CBSE DELHI BOARD.	2014
➤ High School	CBSE DELHI BOARD .	2012

TECHNICAL SKILLS:-

- Diploma in Computer Application.
- Knowledge of E-mail, SMS, Internet and social media marketing.
- Knowledge in All types of windows Operating Systems & Software Installation.
- Good command over computer and keyboard typing.

STRENGTH:-

- Ability to learn quickly.
- Ability to work in a team and under pressure.
- I can Adjust myself in any situation.
- Sincere, hardworking patience and Always have positive attitude.
- Ready to work in 24/7 Rotational shift.
- Able to handle team

PERSONAL DETAILS:-

Father's Name	:	Mr. Radhey Shyam Sharma
Date of Birth	:	24 th Oct. 1994
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Unmarried
Religion	:	Hindu
Language Known	:	Hindi, English,
Hobbies	:	Listening Music, Playing Game

DECLARATION:-

I hereby declare that Every Information is true and I am solely responsible for its Authenticity.

DATE.....

PLACE - New Delhi

(SURAJ SHARMA)