

# Prachi Sharma

## Online Sales Executive

New Delhi, Delhi

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9990466510

Willing to relocate to: Kirti Nagar, Delhi, Delhi - Pitampura, Delhi, Delhi - Patel Nagar, Delhi, Delhi

## Work Experience

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### Online Sales Executive

Garden's Need Pvt Ltd - Delhi, Delhi

May 2023 to Present

#### 1. Manage Online Portals

- Amazon
- Flipkart
- Meeshi
- Vendor Central
- Indiamart
- Seller Flex

#### 1. Listing Specialist

### Online Marketing Executive

Shri Balaji Emporium - Uttam Nagar, Delhi, Delhi

August 2019 to April 2023

- Online Digital Marketing
- Listing on Amazon (Indian & International portals, eBay(International), Wish, IndiaMART, MSME Mart
- WordPress Work for Website
- Logo, Business Card etc. On Coral Draw
- Edited Photos, Remove Background, Banners, Flyer, etc. in photoshop & illustrator

## Education

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### Master's degree in MBA

Indira Gandhi National Open University (IGNOU) - Delhi, Delhi

June 2022 to Present

### B.Com in Commerce

IGNOU - Uttam Nagar, Delhi, Delhi

December 2018 to July 2021

## Skills / IT Skills

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- Corel Draw, AdobePhotoshop , Adobe illustrator

- Excel, Ms-Office ,Powerpoint ,Ms-Word
- Adobe
- Graphic Design
- Photoshop
- Digital marketing
- Marketing
- Amazon (3 years)
- Communication skills
- Business development
- Computer skills
- Customer service
- Sales

## Languages

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- English - Intermediate

## Certifications and Licenses

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### **Diploma in Graphic Designing**

July 2018 to May 2019

1. I got third position in Diploma in Graphic Designing.
2. I got first position to making the Diwali card in Graphic Designing.

## Additional Information

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1. Diploma in Graphic Designing
2. Certificate in Banking & Finance
3. Certificate in Computer Basics
4. Diploma in Computer Software