



MUSKAN

SR.E-commerce Category | Growth | Catalog Management

As an e-commerce Executive, My Career objective is to leverage my knowledge and skills in digital Marketing, sales, and customer service to drive revenue growth and increase market share for the company. I aim to utilize my expertise in e-commerce platforms, web analytics, and online merchandising to optimize the customer journey and create a seamless shopping experience.

Contact



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muskanfatmar123



D4-36, Rohini Sector-20, New Delhi-110086

Education

● Bachelor of Commerce

Delhi University
Pursuing

● Senior Secondary

CBSE

● Higher secondary

CBSE

Skills

Organized



Communication



Teamwork



Meeting deadlines



Critical thinking



Experience

● AceVector Group (Snapdeal).

Sr. Catalogue Executive

2023 - 2024

- Handling Multiple Online Platforms such as Amazon.in, Flipkart, Snapdeal, Jio Mart.
- Handle Catalogue of all platforms.
- Experience in managing online operations and online sales.
- Handling Customer Care

● Suntec Web Services Pvt Ltd

E-Commerce Executive

2022 - 2023

- Managed multiple client accounts on e-commerce platforms such as Amazon.com, eBay, Poshmark, Grailed, Inkfrog, and others.
- Manage all aspects of the Shopify platform, including product uploads, inventory management, and order processing.
- Conducted market research and competitor analysis to identify trends and opportunities for growth

● Atlantic Publishers & Distributors (P) LTD

E-Commerce Executive

2021 - 2022

- Maintained orders processing labels and cancellations from E-commerce platforms such as Flipkart and Amazon.
- Processed Orders, Claims, Case Raises, and Stock Mapping handling Catalogue

Language

Hindi



English



Expertise

Branding

Data Integrity

Quality Assurance

SEO



TECHNICAL SKILLS

- Knowledge of Computer and Networking.
- Certificate in Basic Tally.
- MS Office, Word.
- Fundamental of computer.
- Internet (Mailing, Composing, Chatting, Web Searching & Others)
- Typing Speed 30 W.P.M in English



PERSONAL PROFILE

| | |
|--------------------|-------------------|
| Full Name | |
| Fatma Sunil Fatmar | |
| Father's Name | |
| Date of Birth | 18th October 2000 |
| Gender | Female |
| Marital Status | Single |
| Interests | Dance & Music |