



## SUMMARY

Detail-orientated Key Account Manager adept at making critical decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### Jamia Millia Islamia

2021

B.A

### Senior Secondary School

2017

12th

### Secondary School

2015

10th

## SKILLS

- Internet Browsing, Emailing, Corel Draw, Photo Shop, Promotion Management Keywords Management Advertisement Management Listings Optimization Catalogue V-look Up
- Business development Complaint management Sales and marketing Promotion development Sales reporting Scheduling meetings

## CERTIFICATIONS

- Sponsored ads Certification
- Amazon Video Ads Certification
- Amazon Advertising Foundations
- Amazon Ads Retail Certification
- Amazon Ads Advanced Retail Certification

## PROFESSIONAL EXPERIENCE

### Golden Tips Tea Co. (P) Ltd.

March 2024- Present

E-Commerce Account Manager

- Listing and uploading of products on E-commerce platforms like Amazon, Tata 1Mg, GEM, JioMart along with publishing products for online, providing engaging and sales driven copy writing.
- All Catalog management, Quality Assurance, Brand Infringement for Policy Violation, Advertising, and Other Operational Issue.
- Shipments for different warehouses.
- Devised promotional offers and discounts to peak customer interest.
- Team Management assign task
- Reporting for work

### Value For Sellers Pvt Ltd

August 2023- March-2024

E-Commerce Account Manager

- Listing and uploading of products on E-commerce platforms like Amazon, Flipkart, AJIO, Myntra, JioMart along with publishing products for online, providing engaging and sales driven copy writing.
- Order processing on various marketplace like Amazon Flipkart, Meesho, AJIO, Myntra.
- All Catalog management, Quality Assurance, Brand Infringement for Policy Violation, Advertising, and Other Operational Issue.
- Client's handling managed day to day operations.
- Devised promotional offers and discounts to peak customer interest.
- Team Management assign task
- Reporting for work

# ALBUSHRA NAZ

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E-Commerce Key Account Manager

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Delhi- 110025



## INTERESTS

- EXTRA-CURRICULAR
- Participated and organized the annual sports, concerts and farewell programmes at school.
- Participate in cultural functions and fests of college.

## ADDITIONAL INFORMATION

- Diploma In Urdu Language (National Council of Urdu Language)
- Diploma In Computer Applications, Business Accounting And Multilingual DTP (AL-AMEEN)

## ACHIEVEMENTS

- Raising Star & 3rd position in GIF 23' contest

## DECLARATION

- I do hereby confirm that the information in this resume is true and correct to the best of my knowledge.

## LANGUAGES

- English
- Hindi
- Urdu

## PROFESSIONAL EXPERIENCE

### Sell N Grow

December 2021 - March 2023

Ecommerce Key Account Manager

- Listing and uploading of products on E-commerce platforms like Amazon, Flipkart, AJIO, Myntra, JioMart along with publishing products for online, providing engaging and sales driven copy writing.
- Order processing on various marketplace like Amazon Flipkart, Meesho, AJIO, Myntra.
- All Catalog management, Quality Assurance, Brand Infringement for Policy Violation, Advertising, and Other Operational Issue.
- Client's handling managed day to day operations.
- Utilised tools such as CRM for streamlined process management and reporting.
- Cultivated solid and loyal relationships with existing clients to deliver demand generation.
- Forecasted and tracked renewals, upgrades and other key account metrics to prevent accounting issues.
- Set prices based on market capacity and demand to achieve revenue targets.
- Devised promotional offers and discounts to peak customer interest.
- Formulated marketing and promotional strategies to drive business revenue.
- AJIO and Myntra Promotion creation.

### DigiCommerce Solutions LLP

November 2019 - November 2021

Ecommerce Executive

- I have full fledged experience with E commerce marketplaces like -Flipkart, Amazon Managed their
- multiple categories products on different E-commerce market.
- I have a fine knowledge of Amazon, Meesho and Flipkart advertising.
- Collecting demographic data and researching keywords to provide strategic insight.
- Reporting the daily work reports to clients & management.
- Return orders managed and SPF/ Safe-T claims processing.
- Day to Day to operation on the Ecommerce portals
- Helped teams reach ambitious sales objectives with multi-channel marketing campaigns.
- Created customer awareness of goods, services and special promotions with creative advertising strategies.
- Advised business clients on best mix of products for maximum sales and consumer engagement.