

Curriculum Vitae

Kapil Kumar

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Uttam Nagar New Delhi -
110078

Personal Data

Father's Name: Late. Mr.
Ramsanehi

Marital Status: Unmarried

DOB : 15th April, 1995

Sex: Male

Language Know: Hindi & English

Nationality: Indian

CTC:2.4 LPA

Objective: -

Seeking a challenging position in an organization that promotes professional growth so that I can explore my knowledge and skills to be used towards the organizational goal.

Education: -

10th Passed from CBSE Board

12th Passed from National Institute of Open

Schooling

Professional Qualification & Computer Skills: -



Typing Speed – 30 WPM



Microsoft Office (MS Word, MS Excel & MS Power Point)

E-Commerce Excutive Neha Enterprises (10 January 2024 Last
Worked 14 April 2024)

- I Work closely with , Jiomart ,Flipkart, Meesho, Snapdeal, Account Managers.
- Manage and ensure customer satisfaction through brand level monitoring of the Delivery Time, Product Quality etc.
- I have high Analytical ability to ensure Accurate Reporting, Forecasting, and category analysis, competitor price analysis.
- Ability to Launch New Accounts and Growth Development for high potential Sales Growth.
- Daily Report submission to Sr. Team Members,
- Effective Communication with all the key Respective accounts Manager.
- Vary Well Knowledge in MS-Excel. operations and functions like Filters, Sorting, & Pivot tables, VLOOKUP etc. for MIS
- Create inventory requirement forecast as per current sales trends to make sure top selling products are always in stock.
- Work closely with design and sourcing team to launch new seasonal styles to ensure refresh and novelty.
- Cordinating with Operations team for creating shipments and making sure stock is available at platform warehouses across India as per demand.

Summary

E-commerce Executive of Rudra Fancy Store. April 20, 2023 to December 30, 2023

- All responsibilities related to online Portal ([Jiomart](#), [Snap deal](#), [Flipkart](#), [Meesho](#).)
- Manage Deals and Promotions Catalogue, Product Listing, Compare price
- Order Processing, negative Feedback Removal, Inventory Update, Pricing, Dispatching, Returns, Communicate with Category Manager for Running deals & Promotions.
- Changes and updates to product descriptions for top performing products
- All responsibilities of Reports (Maintain Sales Report, Return/Rto Report, Dispatching Report Handling, Customer Complaints
- 1- Weekly – Submit Sales & Return Report, to Account Department.
- 2- Maintain All Records Through MIS Reports.

Strengths: -

- 1- Ready to work in any shifts.

Hobbies: -

- 1- Internet Surfing
- 2- Expects the challenge

Declaration: -

I hereby declare that the above-mentioned details are given by me are truly correct & best of knowledge.

Date: -

Place: -

(Kapil Kumar)