

Curriculum Vitae

SANGEETA SINGH

H.No- 480 Sunar Wali Gali, Dundahera Sector-21,

Gurugram Haryana- 122016

Email ID: - **sangeetasinghsingh706@gmail.com**

Mobile: +91- **9118677138, 8795486059**

Objective: - To work in an environment in which I can apply my knowledge and skills for the enhancement of my career and betterment of the organization.

Experience Summary-

- ❖ Total 4.3 Years, of Experience.
- ❖ Government e- Marketplace (Gem) 2 Year of working experience in **Wallfort International Pvt. Ltd.** as a “**E-Commerce Executive**”.
- ❖ 1.11 Year of Working Experience in **Surgifab Trading Corp** from Sep 2021 to July 2023 as “**E- Commerce Executive**”.
- ❖ Currently Working in **Cartfusion Technologies** as “**Amazon Account Manager**” From Oct 2023 to till Now.

Responsibilities-

- ❖ Creating Global Seller account on Amazon.
- ❖ Registering Brand on Amazon.
- ❖ Handling multiples account of seller.
- ❖ Manage International inventory of the product.
- ❖ Create and send the shipment to Amazon Fulfillment Centre.
- ❖ Create and optimize the list of different types of products like leather, religious item, home decor and many more.
- ❖ Amazon order processing.
- ❖ Inventory management and cataloging.
- ❖ A+ Listing content Creation.
- ❖ Sponsored Ads Creation.
- ❖ Manage the advertisement of the products.
- ❖ Review customer Feedback and marketplace Health, updating processes as needed.
- ❖ Hands on Knowledge/Experience of portals of various marketplaces and different functionalities.
- ❖ Searching New products on Amazon and Etsy.

Professional Education:

- **Completed Diploma in computer (DCA)**

Aptitude: -

- ❖ Able to envision the big picture and to then identify the paths to achieve the end goal.
- ❖ Self-motivated.
- ❖ Passion for the organization of work elements.

Academic Qualification: -

Graduate from M.L.K.P.G College Balrampur U.P. 2017 (60%).

12th Passed from U.P. Board Allahabad 2014 (74%).

10th Passed from U.P. Board Allahabad 2012 (85%)

Personal Details: -

Father's Name: Mr. Ramnath
Date of Birth: 20-05-1997
Languages Known: English & Hindi
Nationality: Indian
Marital Status: Unmarried

Date:
Place: Gurugram

(SANGEETA SINGH)
Signature