



PREETI VERMA

Ass. Ecommerce Manager



8740850669



verma311296@gmail.com



www.linkedin.com/in/preeti-verma-b861aa209



Alwar, Rajasthan

EDUCATION

Bachelor of Arts
Rajasthan University
2014 - 2017

Master of Arts (Poli. Sci.)
Matsya University
2017 - 2019

SKILLS

E-commerce
platform
management

Canva

Team
management

LEADERSHIP

LANGUAGE

Hindi (Native
Speaker)
English

OBJECTIVE

Looking for an opportunity where I can use my knowledge and skills which I had learnt till now for exploring new career path ways. I have 3.7 years experience

in E-commerce Domestic and international both marketplaces knowledge and I am able to handle multiple tasks on a daily basis.

Experience

Order Processing
Executive JNL Resources, Feb 2021 - Oct 2021
Alwar

- Process orders on Lowe's, Homedpot, Wayfair, Overstock, Amazon (Vendor central & POs), Walmart, Cymax, Houzz, Lowes
- Process all sales orders and invoices ensuring that orders are filled completely and in a timely manner.
- Collect customer information including payment options and record for future reference.

Sr. Ecommerce Executive (TL) Nov 2021 - July 2023
Rey Ecom Ops Pvt Ltd, Alwar

- Product Listing ; List products on various marketplaces like Amazon, eBay, Walmart, Shopify, Sears, Etsy in bulk using templates and via manually.
- Price Management : Prepare reports for price updates on Amazon Seller Central, Walmart, eBay, Shopify, Sears, Etsy the market to increase and expand sales.
- Catalog Management : Manage product's catalog on various marketplaces. It includes taking care of their look and feel on market channels in terms of their presentation, images, tittle, description and all the details which can increase the sales of particular product.

INTERESTS

- Dancing
- Listening music
- Watching K-Drama
- Exploring Nature

PERSONAL DEATILS :

- Father's Name : Mr. Sohanpal Jatav
- Gender : Female
- D.O.B : 31-12-1996
- Martial Status : Unmarried
- Nationality: Indian

DECLARATION

- I hereby declare that all the above-mentioned facts and information are true to the best of my knowledge.

- Inventory Management : Amazon, eBay, Walmart, Shopify, Sears, Etsy in bulk using templates and via manually.

Sr. Ecommerce Executive

Eezy Life System, Gurugram

July 2023 - Oct 2023

- Handling Seller accounts of Amazon.in, Ajio, Jio Mart, Nykaa, Myntra, WooCommerce, shoppers stop, Etsy, Shopify.
- Create FBA Shipment on Amazon
- Run Coupons On Amazon
- Run Lighting Deals and Promotions
- Run PPC On Amazon
- Create Brand Store Page.
- Claims on Amazon and Flipkart
- A+ Content on Amazon (EBC)
- Sales strategy
- Making content for online listings on Amazon.in, Amazon.com, Ajio, Flipkart, Jio Mart, Nykaa, Myntra and Etsy.
- Account management, Catalog listing, Inventory manage, Bulk listing, Order processing.
- Platform onboarding.

Ass. Ecommerce Manager

Rossia Jewels

Nov 2023 - Present

- Catalog Management : Manage product's catalog on Website and Etsy. It includes taking care of their look and feel on market channels in terms of their presentation, images, tittle, description and all the details which can increase the sales of particular product.
- Order process on Website
- Photos and Videos editing on Photoshop and Canva
- Manage Order sheet B2B and B2C