

## **Shashank**

Mob: 8076292466

Email: [shashank19992004@gmail.com](mailto:shashank19992004@gmail.com)

### Objective

I look forward to working with an organization that offers a challenging opportunity to enhance my knowledge, skills, and experience that would allow me to contribute towards achieving the organization's goals to the best of my potential.

### Professional Experience

#### **Neha Enterprises Private Limited**

##### **E. Com Portal Handling**

- Amazon
- Firstcry
- Meesho

**From 2022- Till Now**

##### **E-commerce Business Development**

- Account Handling Tasks, Manage Manual tasks, Price and inventory updates.
- Account Health, buyer-seller communication, Order processing daily, Sales Promotions, Key Word optimization, Account movement to FBA, Sponsored Product

##### **Cataloging Management.**

- Account Handling Tasks, Manage Manual tasks, Price and inventory updates.
- Account Health, buyer-seller communication, Order processing daily, Sales Promotions, Key Word optimization, Account movement to FBA, Sponsored Product

##### **E-commerce Executive**

- Order processing of seller and seller smart order. 2. Updating of stock in bins. 3. Product Advertising knowledge.
- 4. Listing creation. 5. All over dispatching. 6. Visibility checking. 7. Raising Tickets in Seller support. 8. SPF Claim.
- 9. I know FBF. (Create Consignment, Shipment Ready & Dispatch) 10. I have good skills in handling a team and. managing people in the organization. 11. Sale Report.

### Academic Qualification

2021	Pursuing Graduation from DU (B.A)
	Senior Secondary (XII) from CBSE.
2019	Metric (X) from CBSE

### Hobbies

- Traveling
- Listening Music &

- Playing volleyball

#### Strength & Weakness

- Adaptable – Ability to work in teams as well as lead by example
- Creative
- Over energetic &
- Punctual & Confidential

## Personal Dossier

Father's Name: Mr. Ram Achal  
Date of Birth: 23-11-2004  
Nationality: Indian  
Marital Status: Single Languages  
Language known: English & Hindi  
Permanent Address: H.No. – B-63 Patel Garden Kakrola More, Uttam Nagar, West Delhi, Delhi-110059