

# Saumya Agrahari

E – Commerce Manager

## My Contact

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📍 Naraina Vihaar, Delhi-110028

## Hard Skill

- Microsoft Office Word, Excel, Power Point.
- E – Commerce Panel.
- Tally.
- Spreadsheet.

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

## Education Background

- Bachelor of Science  
(B.Sc) Kanpur  
University  
Completed in 2020
- Intermediate  
Central Board of Secondary  
Education Completed in 2017
- Highschool  
Central Board of Secondary  
Education Completed in 2015

## About Me

I am a good communicator with proven interpersonal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges

## Professional Experience

### **XE Looks Private Limited**

#### **E - Commerce Executive**

*2021-2022*

Key responsibilities:

- ♦ Handling All E-commerce Platform Such as Amazon, Flipkart, Meesho, Jiomart, Lime road, Glow road, Amazon Flex,

### **Ellixy Design Private Limited**

#### **E - Commerce Executive**

*2022 - 2023 (June)*

Key responsibilities:

- ♦ Handling All E-commerce Platform Such as Amazon, Flipkart, Meesho, Jiomart, Lime road, Glow road, Amazon Flex,
- ♦ Presenting inventory reports.
- ♦ Catalogue Management .
- ♦ Product Return.
- ♦ Advertisement & Campaign Management.
- ♦ Ticket Raise and Issue Solving
- ♦ Deep Knowledge of Flipkart Panel

### **Sell N Grow**

#### **E - Commerce Executive**

*2023 - Present*

Key responsibilities:

- ♦ Handling All E-commerce Platform Such as Amazon, Flipkart, Meesho, Jiomart, Lime road, Glow road, Amazon Flex, Myntra, Ajio
- ♦ Presenting inventory reports.
- ♦ Catalogue Management .
- ♦ Product Return.
- ♦ Advertisement & Campaign Management.
- ♦ Ticket Raise and Issue Solving

## Description

I do hereby declare that the above information is true to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself. I shall ever be thankful and grateful to you.