

RESUME

Priyanka Vivek Raman

B-612, Third Floor Jasola, DDA Janta Flats

Pocket-11, New Delhi-110025

Contact: 9540548008, 9627128008

Mail ID: priyabhattach392@gmail.com

OBJECTIVE

Seeking a challenging position in E-commerce where I can utilize my skills and experience to contribute effectively.

PROFESSIONAL EXPERIENCE:

Product Listing Management:

- Create and optimize product listings for accuracy and visibility.
- Handle both single and bulk listing processes efficiently.

Variation Management:

- Manage product variations effectively for seamless customer experience.
- Order Management easy ship and Shelf ship:
- Monitor and schedule orders for timely fulfillment.

Inventory Management:

- Maintain accurate inventory records and prevent stock outs.
- Data Analysis and Reporting:
- Analyze sales data and generate reports for insights and decision-making.

FBA Shipment Management:

- Coordinate FBA shipments, ensuring accurate preparation and labeling.
- Monitor shipment status and resolve any issues with Amazon's fulfillment centers.

ACADEMICDETAILS

- M.A. (Yoga), Kumaun University, 2018
- M.A. (English), Kumaun University, 2013
- B.A. Kumaun University, 2011
- 12th, U.K Board, 2008
- 10th, U.K Board, 2006

EXPERIENCE

E-commerce Executive**Treecom Solution, Okhla Phase II****[December 2018 - June 2020]**

- Managed e-commerce operations across multiple platforms including Amazon, Flipkart, Snapdeal, and Club Factory.
- Oversaw product listing, order processing, and inventory management on all platforms, ensuring consistency and optimization.
- Implemented strategies to optimize product listings for search visibility and conversion on each platform.

Office Assistant & Data Entry Operator**Friends Cable Network, Jasola, New Delhi****[Duration: 3 years]**

- Assisted in office administration tasks and data entry operations, ensuring smooth daily operations.

Computer Teacher**Arrow Institute, Bhowali****[Duration: 1 year]**

- Taught computer skills and applications to students, designing engaging lesson plans to meet diverse learning needs.

Data Entry Operator**Lakshya NGO, Bhowali****[Duration: 3 months]**

- Conducted data entry tasks for Lakshya NGO, maintaining accuracy and timeliness.

KEY SKILLS

- Product Listing Management
- Variation Management
- Order Fulfillment
- FBA Shipment Management
- Inventory Control And Optimization
- Data Analysis And Reporting
- Continuous Process Improvement

CERTIFICATIONS:

- 12-Month Basic Diploma Course in Computers
- Naturopathy Camp in Kiccha
- Marmatherapy for Treatment of Various Diseases

STRENGTH

- Quick Learner.
- Good communication skills.
- Self-Motivation.
- Flexibility.
- Capable to work with team
- Manage Time Effectively.

HOBBIES

- Listening to Music
- Sports

PERSONAL INFORMATION

Date of Birth	:	03/june/1991
Gender	:	Female
Marital Status	:	Married
Language Known	:	Hindi, English
Address	:	B-612, DDA Flats Jasola, Pocket-11, New Delhi-110025
E-mail	:	priyabhatt392@gmail.com
Mobile	:	9540548008, 9627128008

DECLARATION

I hereby declare that all the above written particulars are true to the best of my knowledge and belief

Date:

Place:Nainital

(Priyanka Vivek Raman)

