

# **Curriculum Vitae**

## **Ruchita Chauhan**

**Location:** Baroda, Gujarat

**DOB:** 08-07-1984,

**Place of birth:** Mumbai, Maharashtra

**Email address:** ruchita.chauhan786@gmail.com

**Phone Number:** +91-9727830889

**Residential Address:** Bajwada , hanuman pod, Mandvi - 390001

A seasoned and experienced back office and sales professional with more than 3 years of experience with a specialized skill set ranging from expertise in-commerce, price listing, back office, document collection, office administration, on line orders, office inventory and creating monthly data sheets

### **EXPERIENCE**

#### **Sales Executive, E commerce**

Somi Sales India - Vadodara– November 2018 to May 2019

- Online sales of products which have be sold on leading E-Commerce sites Amazon.
- Market Research and competitor Intel of products and competitors.
- Listing of products on Amazon.
- Search of low performing products and relisting them according to their performance.
- Search Amazon choice products and selling them accordingly.
- Daily sales reports and analysis the daily sales product, Optimization, keywords.
- Monitory of all high sales product of their ranking, visibility, checking out buy box.
- Making selling price sheet for a product.

#### **Administrator, Sales Department**

Bharat Haat – Vadodara - Jan 2016 to June 2018

- Administrative and back office work
- Managing Office petty cash
- Manage data of all office expenses
- Producing monthly and weekly office sheets
- Handle filing system and filing of all corresponding documents
- Manage office inventory and maintenance
- Take purchase decision for office couriers
- Processing all type of documents for online orders of E-commerce Business
- Taking daily follow shipment of consignee until delivered to consignee

#### **Head of EDP Section, Administration**

Sunshine Hi Tech Infracon Pvt Ltd – Vadodara – March 2012 to Dec 2013

- Head of EDP Section.
- Taking regular follow-up of EDP Sections.
- Policy making and daily documentation file
- Also posted as stationary in-charge in the head office of the company
- Making of Inventory list of stationary as well as supply stationary for all different branches of the company as per requirement.
- Acted as an administrator operation department of controlling and making solutions related to field workers 25 branches in the company.

## **Sales Executive, Administration**

R.M Services – Vadodara – Nov 2011 to March 2012

- Office Assistance and tele-calling.
- Taking inquiry from customer.
- Filling online form of different country.
- Collecting document for making ready of file for the visa.
- Visa Consultancy Work.

## **Sales Executive, Administrative work**

Vaastu Uday - Vadodara - June 2007 to Oct 2011

- Office Assistance and tele-calling.
- Back office work and inventory managing
- Consultancy Work

## **EDUCATION**

### **Bachelors in Arts from the MS University of Baroda**

M.S University of Vadodara - Vadodara, Gujarat, 2006

I hereby agree that the above mentioned information is true to my knowledge and I wish to perform to my highest diligence so that I can be productive for the company in the long run.

With Warm Regards,  
Ruchita.P. Chauhan  
9727830889