

Paviethrra Srinivasan Lakshmi

Ecommerce Catalog Specialist

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Professional Summary

- Catalog Executive with passion for business development and problem solving. Rapidly adapt and respond to changes in environment and priorities while maintaining a sense of perspective.

Core Competencies

- ♦ Microsoft office suite (Excel, Word & Power point)
- ♦ C, C++
- ♦ Magento

Professional Experience

Al Zaabi Group- Fepy, Dubai (Remote)

March 2023 – August 2023

Catalog Specialist (DIY & Hardware, Building Materials)

- ♦ Create and maintain a comprehensive catalog of DIY hardware, building equipment, and construction equipment products.
- ♦ Ensure accurate and up-to-date product information, including specifications, pricing, and availability.
- ♦ Regularly update the catalog with new products, discontinuations, and changes in product details.
- ♦ Conduct thorough product data validation to ensure accuracy, consistency, and completeness of information.
- ♦ Perform data quality checks and resolve discrepancies promptly to maintain a reliable and trustworthy catalog.

Trell Experiences Private Limited, Bangalore

October 2021 – December 2022

Catalog Executive (Beauty & Fashion)

- ♦ Interacting and coordinating with the vendors/ business to collect product data and update them to accurately reflect the price, product details and other related information on site.
- ♦ Conduct daily audits and reduce errors by coordinating with support team.
- ♦ Good knowledge in creating and managing product price using Magento tool.
- ♦ Having good exposure coupons and promotions management.
- ♦ Handling day to day volumes of the assigned task and ensure the given Service Level Agreement (SLA) is met as per the quality standards.
- ♦ Established strong vendor relationships to maintain and support the business.
- ♦ Microsoft excel for reporting and metrics purposes in an effort to identify inaccurate data and opportunities for streamlining process improvements.
- ♦ Attending the weekly retail product meeting and circulating relevant minutes of meeting.

Skillset:

- ♦ Strong computer skills including proficiency with Microsoft Word, Excel, PowerPoint, Outlook, and web-browsers.
- ♦ Proficient in Microsoft Excel: Create dynamic reports with Pivot Tables, Build Formulas, charts and graphs. Manage large datasets using functions: IF, SUM, VLOOKUP
- ♦ Ability to learn quickly, multi-task and prioritize under pressure

Education

Knowledge Institute of Technology, Salem, India

Anna University, Chennai

Bachelor of Computer Science and Engineering, 2013 to 2017

Percentage: **80%**

Vetri Vikaas Girls Higher Secondary School, Salem, India

XII Standard, 2013

Percentage: **91%**

Bala Barathi Matric Higher Secondary School, Salem, India

X Standard, May 2011

Percentage: **83.6**

Personal Profile

Father's Name : D. Srinivasan
Nationality : Indian
Date of Birth : May 27, 1996
Gender : Female
Marital Status : Married
Languages known : English and Tamil
Hobbies : Dancing, Singing and craft works.

Declaration

I hereby declare that all the above furnished information and particulars are true to the best of my Knowledge and belief.

Paviethrra Srinivasan Lakshmi