

SUMMARY

E-commerce Coordinator adept at optimizing Amazon platform, managing operations, and ensuring accurate and timely order fulfillment. Proven track record of providing excellent customer service, maintaining compliance, and maximizing profitability. Project Coordinator skilled in material requirements, logistics coordination, and fostering cross-departmental teamwork.

EXPERIENCE

E-commerce Coordinator

Auto Care India *Aug 2022 - Present*

- Optimize Amazon e-commerce platform for performance and profitability.
- Manage daily operations, listings, inventory, pricing, and order fulfillment.
- Ensure accurate and timely order processing by coordinating with fulfillment centers and shipping carriers.
- Provide exceptional customer service, resolving inquiries and issues.
- Maintain compliance with Amazon's policies and regulations.

Project Coordinator

OctaPack *Jul 2021 - Jun 2022*

- Material Management: Determine requirements, enter BOMs, and maintain accurate records in the database.
- Production Coordination: Post work orders, organize nationwide logistics, and coordinate across transportation, maintenance, and warehousing.
- Team Collaboration: Foster teamwork among project stakeholders and coordinate implementation across departments.
- Project Management: Manage day-to-day aspects, track dependencies, and ensure quality through regular inspections.
- Procurement Support: Assist in creating and maintaining BOMs, handle purchase requisitions, orders, receipts, and sales.
- Logistics Operations: Coordinate shipments, track orders, resolve issues, and maintain meticulous records.
- Administrative Support: Provide assistance in calendar management, meeting scheduling, and report preparation, while driving process improvements for operational efficiency.

Retail Account Executive

AutoCare *Jul 2017 - Mar 2021*

- Financial Management: Enter transactions, reconcile account balances, and prepare accurate work papers for audits.
- Invoicing and Pricing: Send invoices to accounts and provide necessary information for price tag printing.
- Procurement and Negotiation: Select, order, and purchase merchandise at the best price, negotiate terms and transportation arrangements.
- Sales Analysis and Inventory Management: Analyze sales records and trends to anticipate consumer buying patterns and determine inventory needs.
- Administrative and Computer Skills: Use computer systems to organize inventory, operate spreadsheet and word processing software, and authorize payments or returns.

EDUCATION

Bachelor of Commerce

University of Delhi *May 2016 - Sep 2019*

"A Bachelor of Commerce, abbreviated as B.Com is an undergraduate degree in commerce and related subjects.

The course is designed to provide students with a wide range of managerial skills and understanding in streams like finance, accounting, taxation and management".

SKILLS

Bookkeeping	● ● ● ● ○	Inventory Management	● ● ● ● ●
Time Management	● ● ● ● ○	Customer Service	● ● ● ● ○
Communication	● ● ● ● ○	Payment Processing	● ● ● ● ●
Leadership	● ● ● ● ○	Supply chain & Logistics	● ● ● ● ○
Planning	● ● ● ● ○		

PERSONAL DETAILS

- **Father's Name** - Ramesh Kr. Johri
- **Address** - Rzc-9 Pratap Garden, Bindapur, Uttam Nagar, New Delhi
- **Marital status** - Unmarried
- **Age** - 26
- **Nationality** - Indian
- **Gender** - Male
- **LinkedIn** - <https://www.linkedin.com/in/rajeshjohri>