

# Kamlesh Sahu

## Project Manager

*Passionate leader, innovative problem-solver, turning ideas into impactful success.*

### Information

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Ahmedabad, Gujarat

### Education

Bachelor of Business Administration

Devi Ahilya Vishwavidyalaya, Indore

Specialization Marketing - 2017 - 20

### Skills

- Client Acquisition & Retention
- Supplier Relationship Management
- Project Management & Execution
- Market Research & Competitive
- Analysis Negotiation & Deal Closing
- CRM & Project Management Tools
- Data Management & Decision-Making
- SEO & Content Strategy
- AI Based Content Creation & Writing

### Experience

#### **Project Manager - AMRYTT MEDIA LLC – Dec 2022 – Mar 2025**

- Leveraged platforms like Upwork, PPH, and LinkedIn to identify and engage potential clients, expanding the client base through targeted outreach and proposals.
- Built and maintained strong client relationships, providing ongoing support, addressing concerns, and driving satisfaction to foster repeat business and loyalty.
- Led a 20-member team, overseeing Blogger Outreach, Order processing, content creation, client coordination, vendor management, and handled recruitment, onboarding, and training to ensure a skilled team capable of managing high-volume tasks.
- Negotiated vendor deals, securing favorable terms and fostering long-term relationships.
- Streamlined workflows using tools like Notion and Missive, boosting team efficiency.
- Maintained detailed reports on project status, resource allocation, and vendor performance for leadership review.
- Adapted and improved processes to scale operations and meet increasing project volumes and client demands.

**E-commerce Executive - AMRYTT MEDIA LLC - Mar 2022 - Nov 2022**

- Managed guest post orders, coordinating client requirements with the content team and ensuring timely publication.
- Coordinated with vendors/webmasters for article publication and shared live links with clients.
- Managed vendor payment processing and collaborated with finance for timely payments.
- Conducted blogger outreach, negotiated pricing and guest post guidelines, and listed sites for client orders.
- Handled inventory and managed marketplace orders for smooth operations.

**Sr. E-commerce Executive - Iksula Services Pvt. Ltd - Apr - Nov 2021**

**E-commerce Executive - Iksula Services Pvt. Ltd - Dec 2018 - Apr 2021**

- Managed SKUs and product listings, ensuring proper display, and inventory alignment across eCommerce platforms.
- Collaborated with various teams for product uploads, performance updates, and listing optimization to maximize revenue.
- Expertly handled product catalog tasks, content creation, mapping, and quality checks.
- Coordinated with vendors, buyers, and multiple departments for smooth inventory management and process efficiency.
- Ensured timely product launches, monitored team productivity, and organized training for new and existing resources.