

# Kavita Shivaji Kotekar

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## **SUMMARY**

Catalog Executive with 4 year 10 months of comprehensive exposure to Ecommerce. Wide experience of handling all the stages of Catalog Executive Escalations.

My strength lies in delivering organizational expectations while working along with the employees as a team and work for their growth and knowledge enhancement.

## **Professional Experience**

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**Organization Name: Lumina Datamatics 22<sup>nd</sup> May 2017 To Till date.**

**Designation: Senior Ecommerce Executive**

**Role and responsibilities:** Worked For International Marketplace (**WALMART**).

Catalog Management.

Product categorization, attributes and attribute values

Creating category structure and defining its attributes.

Ensuring products placed on the e-retail sites are relevant to category and content guidelines and SOP's are met.

Market research.

Upload the correct categorization bulk data on the Tool name of **Editorial**.

Tag the product in correct categorization.

Give the right product type.

Shelf Audit. (Category Analysis).

Reattribution: product main features updating in bulk source like product

Color, size, brand, subcategory and many more.

Daily Work Report generation.

**Organization Name: MES India Sourcing Pvt. Ltd.(Wonderkids).1<sup>st</sup>August 2014 To 20<sup>th</sup> May 017.**

**Designation: Catalog Executive**

**Role and responsibilities: Create Catalog New Products.**

**Renaming** Create Product Title, Description Short Description, Price updation Image

Order management & acceptance from multiple marketplaces + in house.)

Billing and inventory import /export Process Tools which was used **UNICOMMERCE**  
as well as **BROWNTAPE**.

**CATALOG CREATION)** Create a contents or copy, edit and proof-read all web contents. (**PRODUCT**

Will handle panels on Amazon, Flipkart, Shopclues Paytm, Snapdeal, Naaptol etc.

Liaising with internal departments, internal teams & warehouse

Liaising with vendors, for delivery & dispatches, logistics partner, printers and any other associated parties that need assistance with.

Reports preparation, monthly sales report, weekly stock update, sample tracking, payment tracking etc.

**Organization Name: eSoft Technologies Pvt. Ltd. 31<sup>st</sup> July 2012 to 15<sup>th</sup> May 2014.**

**Designation: Catalog Executive**

**Role and responsibilities:** Worked on live website for US Client.(LifeandHome.Com)

Product Information Upload through the tool (**MAGENTO**)

Data Entry/ Manipulation.

Content & Image Updation.

Brand & Manufacture Research.

Also Involved in website analysis to ensure data is correctly represented and interpreted online.

Daily Report.

**Organization Name: Etisalat DB Telecom Pvt. Ltd. 8<sup>th</sup> June 2010 To 31<sup>st</sup> March 2012.**

**Designation: Back Office (Data Entry) Executive**

**Role and responsibilities:** Image Audit & Data Entry Of Customer Application From InEdoc's System.

To Check the Quality of data entry (QC.)

Customer Details Check InOmnidocs& CRM (Customer Relationship Management).

Verification Of Sim Swap Documents.

### **EDUCATIONAL QUALIFICATION**

<b>Qualification</b>	<b>University</b>	<b>Class</b>	<b>Year</b>
T.Y.B.A	Mumbai University	Second Class	2013
H.S.C	Mumbai University	Second Class	2008
S.S.C	Mumbai University	Second Class	2006

### **ADDITIONAL TECHNICAL KNOWLEDGE**

- MS Office
- DTP
- Trained In Documentation Policy As Per TRAI (Telecom Regulatory Authority of India).

### **PERSONAL PROFILE**

Date of Birth : 8/8/1991.

Languages known : Marathi, Hindi, English.

Marital Status : Single.

Current Address : 7<sup>th</sup> Floor, Flat No.705, Om VajreshwariGajananCo.Op.Soc,  
Gorai Road Near Fire Brigade,  
Borivali (West), Mumbai – 400092

Hobbies : Watching CN & Making Handcraft

Date : / /

Place: Mumbai

(Kavita Shivaji Kotekar)

