

MANDAR SHANTARAM GHAG

Address: Crystal Pallazo building, A-706, Opp.
sandeep height building. Nalasopara (W) – 401203

Mob No: +91-8108955943
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Professional Experience:

Work Experience:

Working with Anjali Kitchenware Pvt. Ltd. (Manufacturing Company)

City and State: Malad-(W), Mumbai, Maharashtra

Title/Position: Manager E-commerce

Department: E-commerce

Employment Date: (Sep 2014 to till date)

Salary Achievement: 26,000/-

Job Description:

- Create new distributor
- Find out new online portal
- Create product presentations in PPT
- New combo decided(Product Set) & implementation
- Resolve all customer complaints & reply on customer feedback
- Communicate with different divisions as per product required.
 - Account
 - Purchase
 - Production
 - Dispatch
- Create factory work order
- Payment follow up
- Proper documentation and filling
- Product quotation send as per customer requirement
- Digital marketing
 - Facebook
 - Instagram
 - Twitter
 - YouTube & etc.
- Communicate with company vendors
- Find out competitors and improve sale
- Maintain Report
 - Distributor Report
 - Sales ledger
 - Dispatched details
 - Pending order
 - Stock return details
 - Master sales report
 - Stock details
 - Product master details
 - Distributor stock report

- Anjali website online panel control
 - Product image update
 - Catalogue update
 - Photo gallery & etc
- Track sales team performance (using software)

Worked with Ezcom Services Pvt. Ltd. (Aggregator Company)

City and State: Goregaon – (W), Mumbai, Maharashtra

Title/Position: Operation Work

Department: E-commerce

Employment Date: (7 Sep 2012 – 30 Sep 2013)

Salary Achievement: 12,000/-

Job Description:

- Appoint new vendor
- Vendor product Uploading /Listing on Online website
- Handle all orders from & manifest different Portals wise & vendor wise.
- All category stock maintain
- Create & update vendors VRF file
- Portals & Customers Solving problems
- Coordination with Clients for Handling Orders & Warehouse.
- Maintain sales reports.

Worked with Dolphin Unisys Pvt. Ltd. (IT Software & Website Developer)

City and State: Matunga Road (E), Mumbai, Maharashtra

Title/Position: Admin work & Product Trainer

Department: Admin

Employment Date: (1 Apr 2011 – 31 Mar 2012)

Salary Achievement: 10,500/-

Job Description:

- Software training given to customers.
- Testing software & website.
- Booking domain as per customer required.
- Proper documentation
- Create salary(End of month)
- New clients create
- Create invoice
- Payment follow up
- Content typing
 - Marathi
 - Hindi
 - English

Worked at Disa Consultants (PF Consultants)

City and State: Kandivali (W), Mumbai, Maharashtra

Title/Position: Field Work & Data Entry

Employment Date: (1 Jul 2010 – 5 Feb 2011)

Salary Achievement: 6,500/-

Job Description:

- Customer data entry in system
- PF related query resolving
- PF document submission in PF office
- Payment follow up

Educational Qualifications

- H.S.C Commerce Completed on Feb 2010 with 40% From Dr. T.R. Naravane Jr. College
- S.S.C Completed on April 2008 with 43.69% From Shree Ekveera Vidyalaya School

Other Knowledge

- **MS – office & Internet [CHETAN COMPUTER COMMUNICATION]**

Period :- 1 April 2008 to 30th May 2008 / Grade :- "A"

- Microsoft Word
- Power Point
- Microsoft Excel
 - Pivot Table
 - Sum if else
 - Vlookup & Hlookup
 - Mailing (Ms word connect to excel) & other some

- **Software Programming Languages [RAJ COMPUTERS ACADEMY]**

Period :- 4 April 2013 to 5 June 2014

Languages : C, C++, VB 6, C#, SQL, ASP.net, HTML, JAVASCRIPT, XML.

- **Corel DRAW**
- **Marathi Typing**
- **Photo Shop**
- **Hardwar**

Personal Details

Date of Birth: 05th June 1992
Gender: Male
Marital Status: Single
Language Known: English, Hindi & Marathi
Hobbies & Interests: Solving Puzzles Games, Net Surfing, & Listening Music

I do hereby state that the above mentioned information is true to the best of my knowledge and belief and I believe it to be true.

Date:

Place: Palghar

(Mandar Shantaram Ghag)