

**RAHUL RATHOD**  
**WEBSITE DATA EDITOR**

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## **OBJECTIVE**

I am seeking a challenging position in a reputable organization where I can utilize my expertise in website data editing and management, particularly in Magento 2 and WordPress, to contribute to the organization's growth while expanding my knowledge and skills.

## **EXPERIENCE**

Website Data Editor | Biztech® IT Consultancy Pvt. Ltd.

2020 - Present

Manage website data editing and web-to-print product creation. Work with Magento 2, WordPress, and Shopify for Ecommerce product setup.

### **Magento 2 CMS (Content Management System)**

- Edit and Create new Pages, Home page, CMS Pages, Product Pages, Partner page, Support page and Policy pages.
- Add new Case-study, Testimonials and Portfolio.
- Manage multiple Websites from the backend. Layout, Slider, Block etc.
- Push the CSS, Files, Images from the backend
- Created Simple, Configure, and 3D products created for E-commerce Websites.
- Create Photo Album Book and Photo Calendar Book product configured.
- Create the Template, Artwork, Clipart and Masking Images and Enable Form Based for product and apply in the product.
- Manage Fonts, Shapes, Canvas Resize and Safe, Cut, Bleed Lines apply in the product.
- Creating the Layout and apply category for Product, Show all tabs Front-end and Admin in the Product Designer tool.
- Place the customer sales order and generate invoice for product and update the License key, get the coupon code from cart price rules.
- Set up multiple websites, stores, and store views in the backend.
- Set the URL redirection for product pages.
- Set the Product Attributes for configurable products in Store Configuration.
- Export and Import the multiple product add in Excel CSV file and generate the product, price and quantity for SKU wise in Export and Import.
- Add the Catalog price rules and Cart price rules for specific products in total cart value.
- Self QA for all Post, Pages and Product in Front.

- All About the knowledge of Magento 2 like Product, Category, Seles Order, Product Designer, Manage page, Global settings, Manage posts, Manage Themes, Catalog Price rule URL Rewrites, All Reviews, Pages, Blocks, Store configurations, Product Attribute set, Export and Import.

### **WordPress CMS (Content Management System)**

- Posting the website Blogs, Pages, Articles and Trekking.
- Creating the website new pages and editing the content in the HTML structure, add SEO content and check the content website page in Front.
- Add new categories and media for blog and pages.
- Added the new Case-study, Testimonials and Portfolio.
- Add and update content User Manual.
- Added a new Plugin and installed the Plugin, Activated the Plugin which required.
- Install new themes, apply and activate new Theme.
- Customise the theme, change the current theme and activated new theme.
- Change the content widgets for footers.
- Self QA all Post, Pages and Product in Front.

### **Camtasia Video software**

- Record professional Video for client.
- Record Video for website and youtube.
- Knowledge of advance in camtasia video software.
- Camtasia video software Provide Edit, Cut, Callout, Animations, voice narration.

### **RESPONSIBILITIES AND ROLES**

- Manages Multiple Websites from the backend.
- Collaborated with the designer and development for the website management.
- Web to Print Product Management and daily update the client on mail.
- I have to daily create simple, configure, and 3D products created for E-commerce Websites.
- Record professional video and provide it to the Business Development Analysts team.

### **SKILLS**

- Magento 2
- WordPress
- HTML
- CSS
- Bootstrap
- MS Office
- Canva Photo Editor

### **PROJECTS**

- Ovivo : Configure the Data, Asset and Alarms for Supplier Account.
- OpsCTRL : Connected Data, Asset and Knowledge Management Solution built for facility operators.
- InCTRL : Connected Data, Asset and Set Alarms for Supplier and facility Account.
- Monstermedia : Created new product, set the configure for product and managed the website.

- Kosa Print : Created a new product, set the configure for product and managed the website.

## **WEBSITE**

- BiztechCS : <https://www.biztechcs.com/>
- Brush Your Ideas : <https://www.brushyourideas.com/>
- AppJetty : <http://appjetty.com/>
- CRMJetty : <https://www.crmjetty.com/>
- Deskxpand : <https://www.deskxpand.com/>
- Youth Hostels Association of India : <https://www.youthhostelahmedabad.org/>

## **STRENGTH**

- Priority-based work planning
- Proficient in managing multiple websites from the backend
- On-time task delivery
- Self-QA skills for task performance