

Resume

- Name: - Abdul Wahid (Male)
- Nationality: - India
- Mobile or WhatsApp Number: - +91-7793030303
Email id: - wahidg786@gmail.com

EDUCATION: - Bachelor of Arts at Rajasthan university India - Jaipur March 2005 & Diploma in Computer application

SKILLS: - Virtual/Remote E-commerce executive, Online Website Assistant, Online sales Platform Assistant, Marketplace Assistant, Amazon, eBay, Etsy, Houzz, Noon, Shopaccino International Marketplace Listing Handler, Good Microsoft Excel & Google Excel sheet knowledge

LANGUAGES KNOWN English & Hindi

Joining Period: - **Immediately** **Current Location:** - **India** **Passport Status:** - Yes, I have valid Indian Passport

Work As: --- Computer Operator, Office Administrative, Clerk at S.K.Enterprises (Banking & Finance Associates) From August 2008 to September 2011

Major responsibilities

1. Type & Data entry on computer.
2. Organizes and maintains files of records
3. Maintain office employee records.
4. Keep records of mail bills, contacts, invoices, or checks.
5. Keep receipts, books, and receipts.
6. Operate office machines, such as photocopiers and scanners, and personal computers.
7. Maintain and update filing, and database systems, either manually or using a computer.
8. Enter the numeric and alphabetic Data Entry in the computer or relevant software.

Work with Danastya textile Pvt Ltd. (An Import Home & Furniture decor, Handicraft, USA Based E-Commerce Company) as **E-commerce executive** from October 2011 till January 2023

<https://www.eyesofindia.com/> NOW ITS CLOSED

Amazon store brand name & URL: - Eyes of India Home Decor USA Company

https://www.amazon.com/stores/EyesofIndia/page/0585108C-7265-4B79-8156-EF4FDD6A7A50?ref_=ast_bln

eBay store brand name & URL: - Eyes of India

<https://www.ebay.com/str/Eyes-of-India> NOW ITS CLOSED

Presently working with Orientique naturally Australian Company {Australian fashion wholesalers for Women dresses} in India as **Senior E-Commerce Executive from March 2023 till Continue**

<https://www.orientique.com.au/>

<https://www.cottondayz.com/> NOW ITS CLOSED

Job Duties and Responsibilities: ---

- Create and Update product upload in Online Sales Platform like, Shopaccino, Shopify, e-Seller pro Volo (E-business System Application), ERP Software, Amazon seller central, Amazon Vendor central, eBay, Etsy, Houzz, Noon or any other international marketplaces.
- Create SKUs, Single Listings, Variation Listings, Multi Variation listing Color-Size or Price base listing
- Upload Product Images, Price, Shipping Cost, Category
- Manage stock levels quantity in inventory & online listing page
- Familiar with Amazon, eBay, Etsy, Shopaccino or Shopify Site Software Ecommerce Knowledge, Manage and review e-commerce operations and processes.
- Make an offer for a website or other sales channel. Ensure any sale campaigns are launched on time.
- If there is any issue with websites, inform the website management team OR open Ticketing. Contact Shopaccino or Shopify Manager & fix the issue as soon as possible.
- Check site links or SKUs, Styles, Custom label URL link is working properly or not.
- Review customers feedback /items rating on online store home page. Remove negative items on store home page & Unwanted items from stock ASAP. FOCUS ON 100% POSITIVE REVIEWS WITH A 5-STAR RATING ITEM ALWAYS SHOWS ON ALL ONLINE STORE HOME PAGE & AVAILABLE IN STOCK.
- Responsible for Handling Inventory, Prepare Invoices, Stock & Data management. Labelling & marking Physically verification of stocks, tagging & processing before sending items in stock or shipped to customer.
- Order from suppliers when needed. Coordinating with the purchase team & receiving all materials and preparing necessary paperwork.
- Coordinate with sales departments and arrange shipments. Export next day's orders and process them into delivery and picking list to hand over to the rest of the team, Manage & Keep customer order record, Sales Data update
- Prepared Fulfilment orders, verifying correct order dispatch with correct item to correct customer or Location
- Maintain records of all incoming and outgoing documentation. Manage PO (Purchase Orders) Records
- Ensure the accuracy of the data collected. Process valid data and upload these in the authorities' system. Good Microsoft Excel knowledge. Scanning of Documents.
- Maintain Inventory Record and Quantity Checking, Check weekly/monthly basis Stock V/S inventory quantity across all channels. Daily meeting with Management team

Regards

Abdul Wahid

Contact number or WhatsApp 091-7793030303