

SACHIN SHARMA

PERSONAL INFO

DOB: 19/08/1997
Nationality: Indian
Address: Krishan Vihar, New Delhi 110086, India
Ph No. 9958463986
Email: sharmasachin0525@gmail.com

EXPERIENCE

01/2017 – Present

E-Commerce Process Associate

Suntec web service Pvt Ltd, Delhi

- Responsible for planning and selling the company's products to all eCommerce platforms (Amazon, eBay, Shopify, Magento, WooCommerce)
- Develop eCommerce sales strategy, forecast sales volumes and manage sales processes for each account to achieve sales goals.
- Manage the content creation and listing of products across all marketplaces.
- Grow existing retailer accounts' businesses and develop new ones.
- Manage and confirm orders on different marketplaces (Amazon, Shopify, WooCommerce)
- Listing of products on online channels Manage the top selling accounts.
- Review and ensure product listings are clear, complete & meet the standards
- Develop sales strategy for existing inventory and new product launches
- Review competitors and keep track of new products and their pricing
- Monitor daily sales, inventory and generate reports
- Research for content, marketing avenues and new business opportunities
- Provide solutions to optimize system and improve process

EDUCATION

Bachelor of Arts 2015 - 2018

School of open learning, DU

Economics, English, Political Science, Hindi, Human Rights.

Intermediate 2014 - 2015

Govt. Senior-Secondary School, Delhi

High School 2013 - 2014

Govt. Senior-Secondary School, Delhi

SKILLS

Computer skills

MS Excel	Professional
MS PowerPoint	Professional
Adobe Photoshop	Professional
HTML	Professional
WordPress	Professional

Related Skills

- Amazon Bulk Listing.
- Magento Manual Listing.
- File Formation.
- Data Manipulation.
- Data validation
- Mis reporting

Languages

Hindi	Full
English	Proficient

CORE COMPETENCIES

Good written, verbal communication and interpersonal skills

Good understanding of online sales, marketing and the various channels

Ability to work effectively within fast paced, diverse cross functional teams

Strong networking and persuasion skills

Self-Motivated and Results Oriented.