Curriculum vitae

**Name: Mamta R. Gupta**.

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| Contact Address: Room no. 02, 1st Floor,  Parvati Niwas, Ambika Nagar,  Gograsswadi, Nr. Chitra Dairy,  Dombivali (E), Thane, Maharashtra.  Pin Code - 421201.  **Mob No: -**  **9967108565** or 9967107882.  **E-mail ID:**  [**mamtaguptarb@gmail.com**](mailto:mamtaguptarb@gmail.com) Personal Details: **Date of Birth :** 14 January, 1990  **Place of Birth :** Mumbai  **Nationality :** Indian  **Mother Tongue :** Hindi  **Languages Known:** English, Marathi,  **Hobbies :** Watching news, Drawing or Painting  **Marital Status :** Unmarried  **Strength:** Hardworking  Academic Qualification  **Completed ACCP - PRO** (Aptech Certified Computer Professional Programming).  Clear **T.Y.B.Com** Examination from Yashwantrao Open Maharashtra University in 2014.  Computer Proficiency  **Technical Skill:**  **- Computer Fundamental :** MS-Word, MS-PowerPoint, MS-Excel, Internet, Advance Excel.  **- Web Application :** HTML/DHTML, CSS, JavaScript.  **- Database Application :** MS Access, MS SQL Server 2005, 2008, Oracle 9i SQL Server.  **- Languages :** C, C++, C#, Core Java, Advance Java, XML, O.O.Ps.  **- Operating System** : WINDOWS XP, WINDOWS 7. | Objective  Working forwards achieving my goals by bottom line contribution and with absolute sincerity & hard work.  Work Experience  Previously Working in Seedmonk Labs LLP. As **Sr.** **E-commerce Executive** (August 2019 to October 2020)  **Job Profile:**   * Handing Amazon.in, Flipkart.com, company Website. * Products listing, pricing, inventory, images, promotions etc. * Orders processing should be dispatched on time and orders should not be pending. * RMA and Claim for reimbursement to the defective products.   Previously Working in Shop The World Pvt. Ltd As **Sr. E-commerce Executive** (April 2018 to May 2019)  **Job Profile:**   * Handing Amazon panel (India, USA, Australia, Mexico, Canada, Dubai panel), Amazon vendor central panel, eBay panel (USA, Canada, Australia) Flipkart.com, Snapdeal.com, Paytm.com panel. * Product listing, mapping, pricing, inventory, image uploading and updating etc. * Orders processing should be dispatched on time and orders should not be pending. Overall working for the sales growth of the company.   Previously Working in Suarabhakti Goods Pvt. Ltd (Kalki Fashion)As **Sr. E-commerce Executive** (July 2017 to April 2018)  **Job Profile:**   * Handing Myntra panel and company website. * Product listing, pricing, inventory, image uploading and updating etc work. * Maintain all data in excel sheet. * Claim for reimbursement to the defective products. * Checking return & replacement products. * Overall working for the sales growth of the company.   Previously Working in AirPlus Electronic (I) Pvt. Ltd As **E-commerce Executive** (January 2016 to May 2017)  **Job Profile:**   * Handing Amazon.in, Flipkart.com, Snapdeal.com, Paytm.com panel. * Product listing, content writing, mapping, pricing, inventory, image uploading and updating etc work. * Orders processing should be dispatched on time and orders should not be pending. * Maintain all data in excel sheet. * RMA and Claim for reimbursement to the defective products. * Checking return & replacement products. * Checking correct product has been packed. * Overall working for the sales growth of the company. |

**PLACE**: Dombivali

**DATE:**

**Signature:**

**(Mamta Gupta)**