



SACHIN

ECOMMERCE EXECUTIVE

Contact

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About Me

Detail-oriented professional with strong skills in e-commerce systems, inventory handling, and order management tools. Proficient in Amazon Seller Central, Excel, and AI-based tools. Known for accuracy, efficiency, and quick adaptability in fast-paced environments.

Skills

- E-commerce Operations
- Inventory management: Stock QC, audits & updates
- Product Listing & Optimization
- Influencer collaboration & UGC content coordination
- Shiprocket handling: label generation & discrepancy check
- AI Tools (ChatGPT, Perplexity, Gemini)
- Customizations
- Confirmations & Customer Support
- Shopify Stock Updates
- Sourced vendors via IndiaMART, negotiated pricing, and ensured best quality procurement.
- Excel & Data Management

Education

Academic Qualification

Board Of School Education Haryana	
Secondary Examination (10 th)	2018
Senior Secondary Examination (12 th)	2020

Bachelor of Commerce (B.Com Programme)

School of Open Learning, University of Delhi	2020-2023
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Experience

Perfect Sales India – Operations Assistant 2018-2021

Handled packaging, claims, and system operations with accuracy. - Maintained daily dispatch records and coordinated with courier partners. - Ensured smooth order flow and timely claim resolution

Gyor Products Pvt. Ltd. – Backend Operations 2022-2025

Managed product customization, stock audits, and confirmations. - Processed Amazon and ShipRocket orders efficiently. - Performed backend system operations and maintained inventory reports

White Earth Pvt. Ltd. – E-commerce Operations 2 Months

Assisted in website-related tasks, product listings on Flipkart & Meesho. - Managed stock updates and packaging for online orders

E-commerce Executive Working

Managing product listings and optimizing content
Handling purchasing and vendor coordination
Coordinating with influencers for social media content
Preparing daily sales and profit & loss reports