



Looking for a job

1 message

Respected Sir/Ma'am,

This is Gautam Manna, I have more than 5 years experience in the E-Commerce Industry as an E-Commerce Executive and more than 3 yrs experience in the Legal Documentation Industry where I was running my own shop i.e. CSC - Common Service Center in parel village area.

In my shop i.e. CSC - Common Service Center, I was providing below services to the local citizens:-

Electricity Bill - New Connection / Correction	Income Certificate	Import-Export Code	Chief Minister Employment Generation Programme (C)
Aadhaar Card - New / Correction	Marriage Certificate	RERA Registration	Sanjay Gandhi Niradhar Anudan Yojana
Birth Certificate	Pan Card	Swiggy / Zomato Restaurant Registration	GST Registration
Caste Certificate	Passport	Udyog Aadhaar / MSME / Udyam	GST Return Filing
Character Certificate	Police Clearance Certificate	Bus/Train/Flight Ticket	Income Tax Return Filing
Dog License	Ration Card	Money Transfer	Ayushman Yojna
Domicile Certificate	Senior Citizen Card	Affidavits	POWER OF ATTORNEY
Election Voter Id Card	Gumasta License	Partnership Deed	E-REGISTRATION
Employment Card	Health License	Notarized Rent Agreement	NON-CREAMY LAYER CERTIFICATE
Gazette Certificate	FSSAI / Food License	Registered Rent Agreement	Caste Validity
Family Tree Certificate	Gap Certificate	GeM Registration	Amazon/Flipkart Seller Registration

and

In my last company where I was working as an employee, there my roles & responsibilities were:-

Listing Products In All Indian Marketplaces	Photo Editing Using Photoshop
Advertising & Campaign Management On Marketplaces Sites	Follow-Ups of Generated Case On Marketplaces Site
Accounts Reconciliation of All Marketplaces Sites	Claim Which Received Damaged Products
Prepare Monthly GSTR Files of Sales & Returns of All Marketplaces	Prepare Invoices & Quotations
Dispatch Management of All Marketplaces	Returns Entries & Tracking
Inventory Management of All Marketplaces	Manifest Uploading
Co-Ordinate With Accounts And Marketplace For Reconciliation	Update AWB Numbers On All Marketplaces
Online Sales entries in tally	Product Reviews & Feedback

I am attaching my CV for your review.

My Current Earning From Shop - Not fixed

Expected Salary - As per Company norms for available position as per my skills & experience

Notice Period - Can join immediate

Position Applying - As per my skills & experience for available position

I know software/os installation, System formatting, Compressing any file, Scanning & printing too.

I am available to meet with you at a time that's convenient to you.

Please contact me to set up a time.

I look forward to hear from you soon.

thanks & best regards
(Gautam Manna)
9029260118

Gautam Manna_Resume.docx
36K

GAUTAM MANNA

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Sion Koliwada Link Road,
Mumbai - 400 037.
Mobile No – 09029260118



Email Id – uniquedealz.gautam@gmail.com

Objective

To work in a challenging environment where my skills can be utilized in the best interest of organization.

Educational Qualification

CLASS	SCHOOL/COLLEGE	PERCENTAGE (%)	YEAR OF PASSING
T.Y.B.COM	MUMBAI UNIVERSITY	42.00%	2009-10
H.S.C	S.I.W.S. COLLEGE	47.17%	2006-07
S.S.C	S.S.D. HIGH SCHOOL	57.20%	2003-04

Work Experience

Own Shop CSC – Karan Xerox Center

15th Dec 2017 to 30th Oct 2023

Legal Documentation Services Provider

Roles & Responsibilities

- Providing e-governance services to the local citizens of parel village area

Rustom Hospitality Pvt Ltd

01st Aug 2017 to 30th Nov 2019

E-Commerce Executive

Roles & Responsibilities

- Listing Products In All Indian Marketplaces
- Advertising & Campaign Management On Marketplaces Sites
- Accounts Reconciliation of All Marketplaces Sites
- Prepare Monthly GSTR Files of Sales & Returns of All Marketplaces
- Dispatch Management of All Marketplaces
- Inventory Management of All Marketplaces
- Co-Ordinate With Accounts And Marketplace For Reconciliation
- Price Calculation
- Photo Editing Using Photoshop

- Follow-Ups of Generated Case On Marketplaces Site
- Claim Which Received Damaged Products
- Prepare Invoices & Quotations
- Returns Entries & Tracking
- Manifest Uploading
- Update AWB Numbers On All Marketplaces
- Product Reviews & Feedback

Shopper52

19th Dec 2014 to 31st Jul 2017

E-Commerce Executive

Roles & Responsibilities

- Accounts Reconciliation of All E-Commerce Marketplaces Sites
- Listing Products In All E-Commerce Marketplaces Sites
- Selling Products In Bulk To All Over India
- Processing Orders
- Returns Entries & Tracking
- Manifest Uploading
- Inventory Management
- Advertising & Campaign Management On Marketplaces Sites
- Open Account On Multiple Marketplaces With Bank Details
- Content Generation
- Update AWB Numbers On All Marketplaces
- Optimize Listing Content With Google Analytic Tracking Id
- Co-Ordinate With Accounts And Marketplace For Reconciliation
- Product Reviews & Feedback
- Price Calculation
- Photo Editing Using Photoshop
- Follow-Ups of Generated Case On Marketplaces Site
- Claim Which Received Damaged Products
- Prepare Invoices & Quotations

Omtarang Data Pvt. Ltd.

19th Sept 2013 to 31st Oct 2014

Data Entry Operator

Roles & Responsibilities

- Filling Entries of Cheques, Debit & Credit Cards In Their Banking CRM Software's

Back Office Executive

Roles & Responsibilities

- Accounts Reconciliation of Selling Products
- Selling Products In Bulk To All Over India Via Indiamart

Additional Qualification

- ERP
- Tally
- MS-CIT
- Software / OS Installation
- System Formatting
- Scanning & Printing
- Mailings
- Compressing Any File
- Word
- Wordpress
- Photoshop
- Creating Multiple Accounts POP & IMAP of Gmail OR Any Other Servers of MS-Outlook
- Creating & Sharing Databases, Tables, Forms, Query Wizard, Report Wizard & Designing of MS-Access
- Cell References, Data Validation, Data Analysis (Sort, Filter, Pivot Table), Conditional Formatting, Charts, Hyperlink, Text Box, Proofing, Comments, Functions (Logical, Statistical, Math & Trig, Lookup & Reference, Text, Financial, Date & Time, Database, Information) & Functions Auditing Of Ms Office Excel

Personal Details

Date of Birth	:	24 st Dec 1987
Languages Known.	:	Hindi, English & Marathi
Hobbies	:	Learning New Things Related To Anything
Marital Status	:	Married

Declaration

I hereby declare that the above information given details are true to the best of my knowledge and belief.

Place: Mumbai

Date: _____

GAUTAM MANNA