

GAUTAM MANNA

Bldg No.L-27, Flat No.301,
Sec-27, PL-1,
Cidco Asavari Mass Housing CI,
Taloja Phase 2,
Panvel, Raigad - 410208.
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 Oct 2022 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

Skills

- 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
- Google Sheets
- Google Looker Studio
- Google Apps Script
- HTML, DOM
- CSS [Grid, Flex]
- JavaScript
- Frontend Website Development [WordPress / Drag & Drop Website Builder]
- Payment Reconciliation

Personal Details

Date of Birth : 24st 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: Taloja

Date: _____

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