**CURRICULUM VITAE**

**SARITA PURA**

**opp bldg no. 56,**

**Nr. Buddha vihar temple,**

**Bhim nagar, vartak nagar,**

**Thane (W)**

**E-mail ID: Saritap1992@gmail.com**

**CONTACT NO: 8452018603**

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EDUCATIONAL BACKGROUNDS

* Bachelor of Commerce (Bcom) from the Mumbai University in the year of 2014 with an aggregate of 66%
* HSC with an aggregate of 61% in the year 2011
* SSC with an aggregate of 67% in the year 2009

**COMPUTER PROFICIENCY:-**

MS-Office (Excel, Word, Power Point),

Typing Speed (30) wpm, Tally.

**PROFESSIONAL EXPERIENCE:-**

**CURRENT EMPLOYER:-**

Indo count Industries :

**WORKING SINCE** : 20th December 2018.

**DESIGNATION** : E-commerce Executive

* Working on Retail website like Birdbathbeyhond, Hayneedle, Sams Club, Walmart Etc.
* Quality Check for inventory updated.
* Creating standard format files for Retail accounts.
* Updating costing for retail accounts
* Cordinating with team head.

**ERGODE IT SERVICE PVT. LTD**

**WORKING SINCE** : 23rd Feb 2015 to 7th December 2018.

**DESIGNATION** : Senior Catalog Executive

**Job Responsibilities:-**

* Working on different Market Places Sears.com, Newegg.com, walmart.com, Buy.com, Amazon.ca, Newegg.ca, .
* Uploading Product Details (Price, Images and new products) in Marketplaces.
* Create CSV for product uploading
* Upadating Tracking details on all Market place.
* Managing Entire listing process, cataloging & pricing, Inventory Management.
* Monitoring promotional activity at market place.
* Data Management - Master update, price upate & sales data.
* Managing and creating web categories.
* Order procesing from different vendors.
* Checking order on all Market places on daily basis and ensure it deliveries according to the ship date.
* Handle customer queries and reply email.
* Monitoring Online customer reviews and ratings.
* Cordinating with team head.
* Work coperatively with team members.

**WORK EXPERIENCE**

Worked at Dr. Alfred’s Life Transformation center as a Receptionist and office administration form May 2012 to October 2013.

**Job Responsibilities:-**

* Front office work
* Maintain all documentation &filing
* Making appointments by calls
* Data Entry

**HOBBIES:**

* Listening to music.
* Cooking

PERSONAL DETAILS:

**Name** : Sarita Pura

**Date of Birth :** 19-05-1992

**Gender :** FEMALE

**Marital Status :** Single

**Nationality** : Indian

**Declaration :**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Regards

**Date** : **Place** : Thane

**SARITA PURA**