

# Raksha R

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## **Career Objective:**

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills.

## **Work Experience:**

Organization : Selvitate Technologies Pvt Ltd

Designation : Listing Catalogue Manager

Duration : May -2018 – June 2022

## **Roles Handled :**

- Resize and compress images as per the requirements
- Manage daily operations for e-commerce including updating a product catalog
- Maintain large online product catalogs
- Manage individual and bulk listings and account health
- Contribute to solving and reducing issues in the catalog for optimizing the speed of the catalog upload process
- Manage and create individual and bulk listings of new products on the e-commerce portal
- Write engaging and descriptive product descriptions to improve conversions
- Ensure that the catalog contains accurate, comprehensive, and high-quality product information
- Manage life cycle of product portfolio and marketing program spend within budget
- Create product listings on sites like Amazon, Flipkart, Meesho, etc.
- Well-versed with seller central and vendor central.
- Prepare large data sheets with various prices and formulae. Knowledge of Vlookup, Pivot Table, Sumif, etc,
- Communicate with logistics partners to make sure the products reach the customers.
- Coordinate with the production department for updated inventory.

- Write relevant content & bullet points for listings, A+ product listing
- Coordinate with the Marketplace team to control discounts
- Coordinate with people at online portals for deals and promotions. Run coupon, AMS, etc
- Do an Analysis of customers' reviews, ratings & feedback.

Organization : Adelle International Pre-school, Girinagar

Designation : Office Admin

Duration : July 2022 – June 2023

**Roles Handled :**

- Data handling – End to end process of Administration.
- Due follow ups and Operations
- Inventory management

**Educational Qualification:** BSc (Computer Science)

**Technical Skill:**

- MS Office
- E-Commerce Platform
- Advertising workspace

**Strength:**

- Good Communication skills
- Ready to accept challenge & eager to learn new things
- Fluency in English and regional language

**Area of Interest:**

- Data Analysis
- Catalogue Manager
- Digital Marketing – Backend Operations

**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.

**Raksha R**

**Place: Bangalore**

**Date:**