

## RESUME

Prashant Kumar Gupta

Mob.8800253488

E-Mail- [pkgup1989@gmail.com](mailto:pkgup1989@gmail.com)

Address- G-5/201, GALI NO. 14, 5<sup>TH</sup> PUSTA, SONIA VIHAR, DELHI-110094

### **CAREER OBJECTIVE:**

To secure a challenging position in a professionally managed organization which provides a constant encouragement and learning so that my creativity and intelligence can be fully utilized.

### **EDUCATION:**

Graduated from Manglam School of Management & Technology in 2010.

12<sup>th</sup> Passed from C.B.S.E Board 2007.

10<sup>th</sup> Passed from C.B.S.E Board 2005.

### **WORK EXPERIENCE:**

16 months experience as a C.S.R in **Caretel Infotech Ltd.**

10 Years' experience in **INFOCOM NETWORK LTD** (TRADEINDIA) as Sr. Executive from March'2012 TO Sep'2022 )

Currently working in **IB Monotaro** (Industrybuying.com) as Senior Operation Executive in MP Fulfillment (Market Place Fulfillment + Procurement)

#### **1- INFOCOM NETWORK LTD- Roles and Responsibilities:**

##### **1. Worked in Data Verification:-**

Verified the seller profile and onboard the company portal.

##### **2. Worked in Client Servicing:-**

-Coordinate with buyer/seller and understand their requirement

-Giving speedy solution to clients' requirement

-Work on Seller's revenue

-Arranging conference with buyer / seller

### **3. Worked in Tradila E Commerce Project**

Brand Cleaning.

PDP

Enhancement.

Pricing. Manage the overall quality. Solving first-level queries related to content/quality issues. Improve the quality of existing listings.

Pre-define the Attribute values.

Manage Category, Attributes, and Content on the website. Performing daily QC checks.

Manage and create individual and bulk listing of new products on the e-commerce portal.

Category Forecast.

Price Comparison

Order

Management

Coordinate with seller and buyer regarding order

Fulfillment & Handling RTO Orders

Coordinate With the Logistic Department

### **2- IB Monotaro Private Limited - Roles and Responsibilities:**

- Analysis of Performance of Top 10 Categories(High GMV's) and Top 50 Sellers (Category GMV wise)
- Monitoring of FF rate on daily basis and performance reports of Not performing vendors on weekly basis
- Weekly Catalog updation, SKUs performance report (Pricing,listing, image change, inventory, attribute change request)
- Generating shipping labels for procurement of online orders
- Daily Seller Call(100) summary report along with new vendor onboarding and de-list vendor (2-5) on weekly basis
- Working on ZOHO platform and closing of tickets within TAT period
- Sharing of Payment report of Successfully delivered orders to the vendors

- Resolution of vendor issues of payments of LOST DAMAGE cases within the TAT
- Resolving issues at vendor's end by encouraging the vendor to dispatch the correct product
- Telling vendor to dispatch the product with proper packaging
- Non promotion of alternate brand delivery of products

PERSONAL PROFILE:

Father's Name : Sh. Roshan Lal Gupta  
Date of Birth : 3<sup>rd</sup> Feb 1989  
Category : General  
Marital Status : Married  
Hobbies : Make Friends, Playing Cricket

**Date.....**

**(Prashant KumarGupta)**

**Place: Delhi**