



# FAZURUDEEN

E-COMMERCE  
SALESEXECUTIVE

## CONTACT

📞 971524167098

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📍 al shabkah sharjah

## EDUCATION

2017-2019

BHARADHIDASAN UNIVERSITY

- Bachelor of Commerce (BCom)

## SKILLS

- Excel
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGES

- English (Fluent)
- Tamil (Fluent)
- hindi(Fluent)
- Malyalam(Intermediate)

## PROFILE

Ecommerce Specialist with expertise in managing product catalogs, optimizing product listings, and ensuring a seamless customer experience. Proficient in using various ecommerce platforms and tools, including Shopify, Amazon, Noon, Storeus, Carrefour Etc.. Looking for a challenging role in a reputable organization to utilize my sales, technical and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the Company.

## WORK EXPERIENCE

● **Siyana middle east(Dubkart)**

2021 - PRESENT

E-COMMERCE EXECUTIVE AND SALES SPECIALIST

- Manage and confirm orders on different marketplaces (Noon.com, Amazon.ae, Carrefour, Storeus etc).
- Marketplace Product Error Fixing (Suppressed Listing -Quality Alert ,stranded inventory,Account health,Policy violation warningetc.)
- Monitor stock levels to avoid out of stock issues during peak season.
- Creating and tacking courier shipment for amazon bulkly orders.
- Checking Account Health daily if any violation create case and remove it immediately.
- Finding new platforms to sale
- Handling Social Media, Online E-Commerce Platform
- Handling A-to-Z complaint / Charge Back Claims / Returns / Refunds etc.
- Prepare invoice , sales order, credit notes in ZOHO books
- Create new product name and manage inventory on ZOHO books.
- Maintain a high level of customer service by promptly addressing customer inquiries, resolving issues, and ensuring customer satisfaction throughout the purchase journey
- Create, Maintain, and expand online presence on worldwide marketplaces like Amazon, Noon, Carrefour, Storeus, Shopify, Etc
- Preparing reports for head office and senior managers.
- Daily Report to Supervisor.

## PERSONAL DETAILS

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- Date of birth - 18-10-1998
- Place of birth - India
- Gender- Male
- Marital status- Single
- Visa status - Employment visa
- Duration period-1 month

## REFERENCE

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- Available on request.

## WORK EXPERIENCE

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- **Yatai flower Fzco** 2019-2020  
E-COMMERCE EXECUTIVE
  - Managing the day-to-day operations of an ecommerce business, including order processing, customer service, inventory management, and financial planning
  - Manage the end-to-end e-commerce operations, including product listing, zsku, pricing, inventory management, and order processing
  - Optimize product listings by ensuring accurate and detailed product descriptions, specifications, images, and relevant attributes to drive customer engagement and conversion.
  - Collaborate with suppliers and internal teams to manage product, availability, replenishment, ensuring optimal stock levels and minimizing out-of-stock situations.
  - Daily reporting for internal/external customers for performance and order management.
  - Manage and confirm orders on different marketplaces (Noon.com, Amazon.ae, Carrefour, Storeus etc).
  - Product Error Fixing, Order Manage, Pricing for all platforms such as noon, amazon, carrefour storeus, shopify ect
  - End to end responsibility of invoice processing from receipt till payment
  - Prepares and processes bills and invoices

## DECLARATION

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I do hereby declare that the information said above is true to the best of my knowledge and ensure you that I will show great performance if you provide me a chance in your organization.

## YOURS FAITHFULLY

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A.Fazurudeen Anwar ali  
Al shabkah sharjah  
Uae