

# M.G.H GAMAGE

0552052717 · [miroinccolombo@gmail.com](mailto:miroinccolombo@gmail.com)

**PORTFOLIO** : [gihangamage.framer.website](https://gihangamage.framer.website)

Dubai,UAE



## ECOMMERCE ASSISTANT

Dedicated and results-driven eCommerce Assistant with over 2 years of experience in the UAE, specializing in Shopify and WooCommerce platforms. Skilled in inventory management, WordPress customization, and providing exceptional support to optimize online stores. Seeking to leverage technical expertise and organizational abilities to contribute effectively to eCommerce operations in a dynamic and fast-paced environment

## KEY COMPETENCIES

- E-commerce Platforms Management
- Inventory Management
- Technical Support
- Marketing Collaboration
- Customization and Integration
- Market Research
- Content Creation and Management
- Analytical Skills

## PROFESSIONAL EXPERIENCE

### Linen Obsession Textile LLC

Aug 2022 - Present

#### Ecommerce Assistant

Dubai,UAE

- Manage product listings, descriptions, and images on Shopify platform to ensure accuracy and consistency
- Conduct regular audits of inventory levels, update stock quantities, and coordinate with suppliers for replenishment.
- Utilize Excel for inventory management, including tracking stock levels, forecasting demand, and analyzing sales data to optimize inventory turnover.
- Collaborate with the marketing team to execute promotional campaigns on Shopify, including creating discount codes, setting up landing pages, and monitoring campaign performance.
- Provide technical support to resolve customer inquiries, troubleshoot website issues, and ensure a seamless shopping experience on the Shopify platform.
- Assist in the setup and customization of Shopify online stores, including theme installation, plugin configuration, and integration of payment gateways.

### eBay Dropshipping Specialist

Present

#### Self-Employed

- Specialized in managing an eBay dropshipping store, overseeing product selection, listing optimization, and supplier coordination.

### Rive Gauche

09/2021 – 08/2022

#### Website and Social Media Coordinator

Dubai,UAE

- Managed and updated the company website to ensure content accuracy and freshness, optimizing user experience and search engine visibility.
- Created and curated engaging content for social media platforms, fostering brand awareness and customer engagement.
- Monitored social media channels, responding to inquiries and comments promptly, and analyzing performance metrics to refine strategies and improve engagement.

## EDUCATION & CERTIFICATIONS

### Google Digital Marketing & E-commerce Professional Certificate

Coursera

[Click here to view certificate](#)

### Exel Skill For Business:Intermediate I

### Exel Skill For Business:Intermediate II

Macquarie University

[Click here to view certificate](#)