



ABHIBRATA AICH

SENIOR ECOMMERCE EXECUTIVE

PROFESSIONAL PROFILE

To obtain a position in which I can develop new skills and utilize existing ones in an environment that promotes professional growth, and also to contribute my creativity and hard work towards the success of your company and to the growth of the fast-developing field.

WORK EXPERIENCE

Whole 9 Yards Pvt Ltd.

Senior Executive - April 2021 - Present

- Created listing as needed, ensure products are accurately priced, photographed and described on Amazon Seller Central.
- Working with multiple US Vendors.
- Verify products on Amazon market place.
- Assisted in multiple tasks from other departments as needed, like Order processing team, Customer Service and MIS team.
- Provide Customer Service over email in accordance to the company's guideline.
- Management and updated of product database.

VFS Global Pvt Ltd.

Operation Officer - January 2019 - August - 2020

- Processed visa applications and verification of documents for short- and long-term visa.
- Coordinated with Consulate General of France and Belgium embassy on more complex documentation issues.
- Worked with shipment and delivery client Blue Dart.
- Respond to customer inquiries over phone and email, and provided information on all applicable Schengen laws.

CONTACT



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Kolkata, West Bengal, India

SKILLS

1. Communication Skills
2. Analysing Market Trends
3. Team Work And Collaboration
4. Time Management
5. Customer Service Skills

PROFESSIONAL QUALIFICATION

Basic Computer
Hardware And Networking

LANGUAGE

- English
- Bengali
- Hindi

R.P Engineering Co.

Office Executive - March 2015 - April 2017

- Visiting construction site daily, prepare all legal documents such as property deeds, mutation and representation contracts.
- Accompany buyers during inspections of property, advising them on the suitability and value of the homes based on current market conditions.
- Coordinating work activities with team members.
- Communicated and worked closely with landlords and tenants and provided professional support to them with any real estate-related issues.

EDUCATION

University Of Calcutta

B. Com - Bachelor of Commerce (2011 - 2015)

MANSUR HABIBULLAH MEMORIAL SCHOOL (SOUTHEND).

ISC - Indian School Certificate - Commerce (2010 - 2011)

Holy Home School

ICSE - Indian Certificate of Secondary Education - Commerce (2008 - 2009)

PERSONAL INFORMATION

Father's Name - Ashim Kumar Aich

Date of Birth - 24th December 1992

Nationality - Indian

Religious - Hindu

Marital Status - Unmarried

Gender - Male

DECLARATION

I hereby declare that the above information is true and to the best of my knowledge.

Place - Kolkata

Date -

Signature