

# MOHIT GARG

Freelance Ecommerce Manager

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Full time Freelance ecommerce manager looking to restart career seeking a challenging environment that encourages learning and provides exposure to new ideas. I am a skilled, experienced and enthusiastic person who is motivated by his work. I can disclose my multifaceted technical and analytical capabilities backed by strong 10+ years of work experience

## CAREER HISTORY

Dynamic Technologies (Rohini)	Suntec Web Services (Pitampura)	Freelance (Home Office)
<b>2004 – 2005</b>	<b>2005 – 2006</b>	<b>2006 – Current</b>
<b>Admin Assistant</b>	<b>Process Associate</b>	<b>Ecommerce Manager</b>

## KEY HIGHLIGHTS

Well versed working with Magento, Volusion, Shopify eCommerce Content Management System.	Use Adobe Photoshop to edit and create website graphics. Expertise in Image/Video Editing	Hands-on HTML/CSS & core PHP, experience, optimization of MySQL database.	Managed a team while working as freelance, been a team leader, a team player in various other projects.
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## EDUCATION / PROFESSIONAL

MCA 78.82% Maharishi Dayanand University (MDU) Rohtak <b>2014</b>	BCA 69.23% Maharishi Dayanand University (MDU) Rohtak <b>2012</b>	PHP / MySQL 3 months PHP certificate course Innobuzz (Pitampura) <b>2013</b>	Advance Diploma in Computer Apps. Developers (Shalimar Bagh) <b>2003</b>
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### SOCIAL MEDIA

 [linkedin.com/in/mohitgarg27](https://www.linkedin.com/in/mohitgarg27)

 [facebook.com/mohitgarg27](https://www.facebook.com/mohitgarg27)

 [instagram.com/mitu.mohit](https://www.instagram.com/mitu.mohit)

### LANGUAGES

English

Hindi

### SKILLS

Multi-Tasking  
Analytical problem solver  
HTML/Core PHP  
Ecommerce Management  
L2/L3 protocols  
Web Analytics  
Video Editing

### OTHER SKILLS

Wordpress  
Photoshop  
Premiere pro  
Web CEO  
Microsoft Tools  
Advance Excel  
Volusion/Shopify

I currently work as a freelance ecommerce manager with a variety of professional experiences from administrative assistance to web development. My responsibilities included:-

- Managed drop-ship E-commerce program in Volusion, with over 5,000 products.
- Management activities like Online Product Research – generating product performance report, price comparison report, top selling products chart and keep an eye on competitors.
- Managed products on various E-Commerce stores (Amazon, eBay, Magento, Yahoo store, OsCommerce, xCart etc.) for the company
- Maintained relationships with drop ship vendors through online support, order entry and order fulfilment to include eBay and Amazon order preferred processing. Handled customer queries and increased seller feedback to 99%.
- Created product information packages for vendors including product descriptions, images and pricing. Ensured all information copy, product and non-product was updated and accurate.
- Oversaw products offered and merchandising to ensure sales were maximized and orders delivered were accurate. Worked directly with merchants and drop ship vendors to ensure product images are received and uploaded on the site, as well as removed discontinued product lines.
- Regularly reviewed competitive websites in terms of product range, marketing initiatives including functionality and customer offerings.
- Worked as a freelance web designer on many small sites, mostly for local businesses in the USA
- Managed team of at least 4 employees throughout my freelance career who were responsible for graphics, data entry and research work.
- I have also been given role for accounting, recruitments and scheduling appointments for an IT staffing company in USA.

## Projects Summary:

**Project #1**      **Med1Online - Product Development**

Position:        Full Time Freelance

Client :         Med1online, USA

Period :         *(July 2006 to August 2007)*

### Contribution:

- Involved in the analysis, design and the architecture of various modules of the project.
- Handled medical products/equipment and follow ups to pursue and develop new process of entering data on website.
- Responsible for the developing, Web Pages using Macromedia Dreamweaver and Microsoft Front Page.
- Create table, reports and presentation to analyze the progress and development of the project.
- Client interfacing for the status of the project.

- Monitored the application performance and establishing proper communication between Team and Client in the proper supervision to perform the task more fast and accurate process.
- Involved in the successful deployment of the project
- Develop the status report using Ms excel and Ms Power Point.

**Environment: Microsoft Office, Macromedia Dreamweaver, Microsoft Front Page, Adobe Photoshop**

**Project #2      eBay / Amazon Process (Seller Listing)**

Position:      Full Time Freelance

Client    :      Various – US/UK

**Contribution:**

- Involved in the analysis, design and the architecture of various modules of the project.
- Analyze source materials provided by the client (paper catalogues / PDF catalogs / product supplier or manufacturer website address) to make a list of some check points.
- Responsible for the preparing item upload template for each product (Web Page) using Macromedia Dreamweaver or Microsoft Front Page.
- Uploading product related information's (images and other detail) on eBay store using Turbo Lister.
- Analyzing each uploaded product on live store for their decent layout.
- Reporting the final outcome to Project Manager or Team Leader for accuracy on daily basis before reporting to client.
- Create table, reports and presentation to analyze the progress and development of the project.
- Uploading product related information's (images and other detail) on Amazon store using their login of Amazon seller central.
- Updating price and inventory.

**Project #3              Online Detailing of a Law Firm**

**Organization    :      Suntec Web Service**

**Location         :      New Delhi.**

**Period            :      January 2005 to April 2006**

***Contribution***

- Understanding the project requirement and feasibility of implementation.
- Involved in the preparing the document and sheet related to the project.
- Verified accuracy of data, which is to be entered by the team members.
- Complied spreadsheet by combining data from various system and resources.
- Entry in SQL Database provided by the client.
- Managing the team member's privileges and role.

Implemented several components for the various views and mail the daily status of the Team Manager.

**Environment: SQL Server, Microsoft Office**