



MOHIT GARG

Full time Freelancer

Full time Freelance ecommerce manager looking for full time in-office position in an organisation where I can apply my work experience. I am a skilled, experienced and enthusiastic person who is motivated by his work.

CAREER HISTORY

Dynamic Technologies (Rohini)
2004 – 2005
Admin Assistant

Suntec Web Services (Pitampura)
2005 – 2006
Process Associate

Freelance (Home Office)
2006 – Current
Ecommerce Manager

ACHIEVEMENTS

Uploaded 10,000 + products in various stores including Volusion, Bigcommerce, ebay, amazon etc.	Processed 8000 + product images with transparent background.	Hands-on core PHP experience, learned and worked on small freelance projects.	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 2014	BCA 69.23% Maharishi Dayanand University (MDU) Rohtak 2012	PHP / MySQL 3 months PHP certificate course Innobuzz (Pitampura) 2013	Advance Diploma in Computer Apps. Developers (Shalimar Bagh) 2003
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CONTACT

- Rohini, Delhi, India
- 9899 323 320
- www.mohitgarg.com
- mohit.webwork@gmail.com

LANGUAGES

- English
- Hindi

SKILLS

- Multi-Tasking
- Web Design
- Web Development

OTHER SKILLS

- Wordpress
- Photoshop
- On Page SEO
- Microsoft Tools
- Advance Excel

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.
- 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 4 employees throughout my freelance career who were responsible for graphics, data entry and research work.
- I have also been responsible 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

Mohit Garg CV Contd.

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.
- Compiled 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

