

MOHIT GARG

E-commerce Specialist



Contact

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Languages

English – *Advance*
Hindi – *Fluent*

Interest

Travelling, Blogging, Learning,
Photography

Summary

Passionate **E-commerce Specialist** with over **15 years** of expertise in backend operations for various e-commerce platforms, complemented by a talent for **graphic design** and **image editing**. Additionally, I possess a solid foundation in **video editing**, enhancing the creative dimension of my skill set. Leveraging my logical mindset, I boast a strong understanding of coding in **PHP** and **Python**. Moreover, Expertise in data management and possess advanced **proficiency in Excel**, enabling me to derive actionable insights and make informed decisions. With strong communication skills and a proactive **problem-solving** approach, I'm ready to excel in dynamic and challenging environments.

Skill Highlights

- Project Management
- Multi-Tasking
- HTML/CSS/PHP
- Cloud Knowledge
- Ecommerce Management
- Web Analytics
- Email Marketing
- Problem Solving
- Advance Excel
- Video Editing
- Graphic Design
- PowerBI
- Python
- Photoshop
- Figma
- Adobe XD
- Premiere pro
- SQL
- Azure Essentials
- AWS S3
- Javascript
- Chat GPT
- Generative AI
- Github
- Data Analysis

Academic Qualifications

- **Master of Computer Applications (MCA)** from Maharishi Dayanand University (MDU), Rohtak, 2013
- **Bachelor of Computer Applications (BCA)** from Maharishi Dayanand University (MDU), Rohtak, 2011
- **Higher Secondary (10+2)** from National Institute of Open Schooling, New Delhi, NIOS, 2003
- **Secondary School Certificate (10th)** from Kendriya Vidyalaya Shalimar Bagh, 2000

Professional Development

- **Advanced Diploma in Computer Applications** from Developers (Shalimar Bagh) Year of Completion: 2003
- **PHP/MySQL** from Innobuzz (Pitampura) Year of Completion: 2013

Experience

Self-Employed

Remote

2006 - Current

I embarked on my own entrepreneurial journey. I co-founded a website called india-designs.com with partners, focusing on web designing projects. Later, we pivoted our venture to become an ecommerce management company, known as indiatechweb.com

- Managed drop-ship E-commerce website build on Volusion, with over 5,000 sku's. Facilitated the migration of the website to Shopify, actively involved in transferring product data.
 - 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%.
 - I oversaw various aspects including order processing, customer support, and product information management.
 - Additionally, I have served as a freelance web designer, undertaking projects for local businesses and overseeing a team of employees.
 - In addition to my freelance career, I have gained valuable experience in graphic design and video editing. This expanded skill set has allowed me to offer comprehensive services to my clients, enhancing their online presence and marketing materials through visually engaging content.
 - My diverse skill set and specialized experience make me a valuable asset in various business environments.
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Veeva Systems (via Upwork)

Remote - Data Entry Specialist (Healthcare)

2024 – Present

- Currently working as a freelancer through Upwork on Veeva's healthcare database.
 - Responsible for collecting and verifying data related to Health Care Professionals (HCPs) and Health Care Organizations (HCOs) across India.
 - Tasks include verifying licenses via the Medical Council of India and respective state councils.
 - Accurately enter validated data into the internal database while maintaining strict attention to detail and adherence to project standards.
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Suntec Web Services

Pitampura, Delhi

Process Associate

2005 - 2006

My career journey began as a data entry operator, progressing to the role of process associate.

- I started working with MSSQL databases, where my tasks included extracting information from PDF files and entering it into the SQL database using both queries and a graphical user interface (GUI).
 - I communicated with clients and managed an insurance claim project by providing accurate conclusions to customers.
 - During my tenure as a process associate, I worked on product images and was responsible for managing the end-to-end product life cycle, from manufacturer to the end user.
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Dynamic Technologies.

Rohini, Delhi

Admin Assistant

2004 - 2005

I provided support with administrative duties at a computer retail store, which encompassed planning, executing tasks, and communicating status updates effectively.

- Assisted customers in determining the best computer configuration based on their needs.
- Identified issues within existing computer systems and provided advice to customers regarding potential fixes or replacements.
- Worked closely with end-users to provide timely and accurate information.

