**Name : Aliyas**

**Aliyas.339792@2freemail.com**

**OBJECTIVES:**

* A challenging role in an organization, which offers tremendous growth potential and wide exposure to fully utilizing my skills
* Look forward to a career that provides me an opportunity to continuously improve my knowledge and personality, by handling responsibilities in a challenging and stimulating work environment. I would love to work with people having diverse personalities and use people management skills and has an executive to motivate them for better performers.

**EDUCATION QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Qualification** | **School Board /****University** | **Year** |
| 1. | 10th | Board of Secondary Education in Rajasthan, Ajmer | 2008 |
| 2. | 10 +2th | Board of Secondary Education in Rajasthan, Ajmer | 2010 |
| 3. | Graduation  | University of Rajasthan | 2014 |

**TECHNICAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. N.** | **University** | **Year** | **Particulars** |
| 1. | **Punjab Technical University in Jhalandhar** | 2011 | * DCA & DTP Course
* Computer Fundamentals with M S Office and Internet from Aptech.
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**Working Experience**

**RHI Printographics Pvt. Ltd.**  In Gurgaon as a **Assistant to Marketing Manager** from January 2013 to July 2014

* **Clients - BMW**, **Volvo** and **Juvalia & You**
* **Duties** - Following up with the production, dispatches with the timely delivery.

**The Rainbow Tribe ( Brand - Tulsattva )** in Tughlakabad Extn as an Ecommerce executive from August 2014 to March 2016.

**Varsha Fashion ( Brand - Varkha Fashion )** in Ashram, New Delhi as an Ecommerce Executive from April 2016 to till date.

(Drawn salary is 20000 and expected salary is Negotiate)

**Ecommerce Job Duties:**

* Handling Online orders.
* Maintaining record of daily dispatched orders.
* Respond all the relevant emails, tracking couriers.
* Checking orders of other online shopping websites like **Myntra, Jabong, Limeroad, Snapdeal, Flipkart, Voonik** etc. through mail or their panels and dispatched them accordingly.
* To handle all the documentation part those are required for new online partner.
* Maintains customer records by updating details and follow-ups.
* Prepares product or service reports by collecting and analyzing customer information.
* Contributes to team effort by accomplishing related results as needed
Cataloging, Listing products.

**Production Job Duties:**

* Company brands like BIBA, SHREE, W, LIBAS, etc
* Booking fabric order and issues PO and making T&C and setting targets to all departments.
* Executing orders through buyers and buying houses.
* Timely follow up with trims and fabric store.
* Chasing approvals from buying house and buyers.
* Making size set and pre-production samples.
* Coordinating with production and packing department.
* Sending request to Buying house QC for final inspection, make sure that shipment handed over at destination.

**Declaration**

**I, hereby declare that the information furnished above is true & correct to the best of my knowledge.**

**Thank You.**