

ANKIT KUMAR

E-commerce Operations & Data Management

✉ ankitkumarn8026@gmail.com ☎ +91 8955998002 📍 New Delhi, India 110086

Summary

Data Entry Associate with experience in multi-platform marketplace operations, product listing, catalog management, inventory handling, order processing, and MIS reporting. Detail-oriented professional with strong problem-solving abilities and experience in handling day-to-day e-commerce operations efficiently.

Experience

- Computer Operator, eCom Solutions** 07/2023 – 01/2024
- Uploading products on Amazon, Flipkart, Meesho, Shopify
 - MIS reporting and sales analysis
 - Data entry and database maintenance
- Data Entry Associate, Exotic India Art** 05/2024 – 06/2026
- Managed e-commerce marketplace operations for Walmart and Wayfair including product listing management, catalog optimization, inventory updates, and order management.
 - Worked on SEO-optimized product titles, descriptions, SKU management, product mapping, and attribute optimization to improve listing quality and product visibility.
 - Handled order processing, stock maintenance, pricing updates, shipment coordination support, and marketplace content management while ensuring platform compliance and operational accuracy.

Education

- 12th (Hindi Medium), CBSE** 2023
- B.A. Arts & Humanities, School of Open Learning (DU), Delhi** Delhi
- Advance Diploma in Software Technology, BICT Institute**

Skills

- E-commerce Marketplace Management (Amazon, Flipkart, Meesho, Walmart, Wayfair, Shopify, Etsy)
- Product Listing, Cataloguing & Inventory Management
- Order Management & Marketplace Operations
- SEO Product Title Optimization & SKU Management
- MIS Reporting & Advanced Excel (Pivot Tables, Charts)
- Data Entry Operations & Typing Speed – 40 WPM
- HTML, CSS, JavaScript & Python (Basic)
- GitHub Pages Hosting & Basic Web Development
- Problem Solving & Coordination

Languages

English Beginner	Hindi Advanced
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Certifications

- Advance Diploma in Software Technology