

**Nitin S.**

**Virtual Assistant & eCommerce Specialist**

**Contact: +91 626-4865-655**

### **CARRER OBJECTIVE**

I am a Tech Savvy with 5+ years of experience on MS Excel, Microsoft Word, Outlook, Spreadsheet, PIVOT table etc.

- Strong Problem Solving and Analytical Skills
- Strong Communication and Written Skills.
- Avid Learner and can work under minimal supervision and Guidance.
- High Professional and provide timely updates
- Stellar Record in meeting deadlines

I further eye for long run association with my clients across, contributing towards individual growth and meeting project deadlines.

I look forward for challenging positions/job work in IT industry where I can use my technical and analytical skills in best possible manner for proliferation of company and my individual growth as well.

### **PROFILE SUMMARY**

- Strong and extensive skills in Data Entry, Data Mining, Data Management, Products Uploading, Products Uploading & Management, CSV creation – importing and refinements, Amazon/Ebay/Etsy – Products Uploads, and Account Management with right optimization of keywords etc.
- Delivering Personalized Assistance Based On Projects along with managing projects updates with more than 5+ years of experience.
- Punctual and stable minded – Detail to attention.
- Have good knowledge of Open Source Programming Languages, Content Management System, MS-office, MS-excel, Google Tool Kits, Photoshop etc.
- Niche Platforms Knowledge includes – WP, Prestashop, Shopify, Webflow, Wix, Magento, Big-commerce, Open-cart for performing uploading tasks.

### **ORGANIZATIONAL**

#### **FREELANCER (Since 04<sup>th</sup> May 2015)**

I am responsible for meeting end to end software based project requirements of clients, with my technical skills sets and knowledge. I carry latest technical skill set ensuring the project deliveries for my clients goes un-parallel.

Clients Based – Canada, USA, Australia, United Kingdom

## TECHNICAL SKILLS

Operating System

Linux, Windows XP, Window 07

## EDUCATION

- Bachelor of Engineering from DAVV, Indore (MP) India in Computer Science 2015
- Senior Secondary School Certificate (10+2) Kotha Khurd, 2012
- High School Certificate (10th) Kotha Khurd, 2010

## ACADEMIC

- Two month training in **PHP** at Techlect Business Solution pvt. ltd. Indore, M.P.
- **Project Undertaken**
  - **Major** : E-Panchayat
  - **Minor** : Location Finder
  - **Role** : Developer

Thank You