



TANVEER AHMAD

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ABOUT ME

Centered and able to complete tasks accurately in fast-paced environments with conflicting deadlines. Professional committee to driving customer satisfaction and providing productive solutions. Takes over strong communication skills and excels as a team player.

LANGUAGES

URDU

HINDI

ENGLISH

PERSONAL DETAILS

Date of birth
04/04/1996

Nationality
Pakistan

Visa status
New Work
Visa

Marital status
Single

WORK EXPERIENCE

YATAI Decor Center Dubai

Oct 2020 – June 2021

Sportex Trading LLC Dubai

June 2021 - Nov 2023

Ecommerce Sales Person

Job Responsibilities

- *To manage product listing/ inventory/ pricing on all ecommerce portal and company websites.
- *Amazon brand registry and FBA account management, stop unauthorized sellers.
- *Manage all social media platforms (Facebook, Instagram, Tiktok etc.
- *Worked with product management, sales, graphics, and other relevant departments to provide updated content for assigned accounts to be shared across ecommerce platforms.
- *To develop item setup process to ensure proper system and execution of the daily operations of the channels.
- *Report, Analyze, negotiate and provide customer service for various market places and whole sell ecommerce accounts.
- *To manage ecommerce seller central platforms like Noon, Amazon, Carrefour, Dubizzle and FB market place product listing with good images, quality content and price updation.

Computer Operator

Job Responsibilities

- *Employees attendance records
- *Collected subject matter for umcomming meetings, created the agendas and sent out automatic notificationsto attendees.
- *Provided leadership for companies key project and achieved.
- *Using MS word, documented all information from customer/ client calls and onsite service calls.
- * Created the scope and requirements for company projects.
- *Responsible for arranging conference rooms for internal and customer meetings. recording proceedings of meetings.

Shammi Textile, Lahore, Pakistan

May 2019-Aug 2020

EDUCATION

PBTE LAHORE

Lahore
2016

Diploma in Commerce

D.Com

UNIVERSITY OF PUNJAB

Lahore, Pakistan
2019

Graduation in Commerce

B.Com

SKILLS


Creative Thinking Ability

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Good learning & listing abilities

A horizontal progress bar for 'Good learning & listing abilities' showing approximately 85% completion. The bar is dark purple, and the remaining 15% is light grey.


Search Engine Optimization SEO
And Advertising Skill

A horizontal progress bar for 'Search Engine Optimization SEO And Advertising Skill' showing approximately 95% completion. The bar is dark purple, and the remaining 5% is light grey.

Knowledge of E commerce Platforms
&Marketing Skill

A horizontal progress bar for 'Knowledge of E commerce Platforms &Marketing Skill' showing approximately 98% completion. The bar is dark purple, and the remaining 2% is light grey.

Good knowledge of MS word,
excel, internet, Email

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Content Strategy Knowledge

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Qualities

Quick Decisions

Management

Attitude

Social Responsibilities