

Varinder Dhawan

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Permanent Address: 24 Gokul Avenue, Majitha Road, Amritsar -143001, Punjab, India

Career Objective

To contribute towards forward perception. I want to serve my full potential for an organization and share the credits in its prosperity, growth and success.

Summary

- 1 year of work experience as Online Store Coordinator with Nabay Technologies LLC, Muscat, Oman. Currently working with Nabay Technologies LLC, Muscat, Oman.
- 4 years 11 months of work experience as Business Development & E-commerce Executive with Bespoke Worker, Amritsar.
- 2 years 3 months of work experience as Web Developer (Front End) with Webner Solutions Pvt. Ltd., Mohali.
- 1 year of work experience as Sales Executive with Get Energy Services, Amritsar.

Skill Set

- Markup Language (HTML 4.01)
- Web Designing (Adobe Dreamweaver CS5, Adobe Photoshop CS5, CSS3, Adobe Illustrator CS5)
- MS-OFFICE
- Business Analyst
- Business Development
- E-commerce
- Online Store Coordinator

Academic Qualification

- B.Tech in Computer Science Engineering from "R.I.E.T, Phagwara" in 2010.
- 6 weeks industrial training at "Alphanet Technologies Pvt. Ltd., Chandigarh".
- 6 months industrial training at "Systematic Computer Coaching Centre, Amritsar".
- 6 months professional diploma in Web Designing from "OXL Multimedia Academy & Studio, Amritsar" in 2012.

Professional Summary

- Cohesive team player & good working experiences both independently and in a team-oriented environment.
- Strong experience to deliver technical solutions to business requirements according to schedules & deadlines.
- Excellent ability to develop appropriate documentation for architectural, design, technical, implementation and test activities.
- Excellent ability to present subjects & issues clearly to technical's and non-technical's and provide regular communication to management on assignment issues and status.

Project Details

- **Organization:** Nabay Technologies LLC

Designation: Online Store Coordinator

Period: March'20 - Feb'21

Description:

- To manage online stores/shops on Magento platform.
- To manage the online inventory.
- To manage online product listings.
- To coordinate dispatch and deliveries.
- To assist with stores accounting.

- To generate & monitor stores reports.
- To provide help desk support to platforms sellers.
- Effective online stores management.
- Effective Sellers relationship management.

- **Organization: Bespoke Worker**

Designation: Business Development & E-commerce Executive

Period: April'15 - Feb'20

Description:

- Interacting with the clients regarding their projects via meetings and phone calls.
- Working on different online shopping portals like Amazon, Ebay, Ebid etc.
- Handling day-to-day emails of UK based citizens regarding their online purchase.
- Handling day-to-day phone calls of UK based citizens regarding their online purchase.
- Handling the bookings for the online purchased orders via different UK based courier companies like UK Mail, TMF, P4D etc.
- Review the listing of the products on online shopping portals to find out the potential errors in their description, their features, title of the product, specifications and the images related to the product.
- Handling the dispatch of the orders from the store by coordinating with the workers and UK based courier companies.
- Handling the complaints of the UK based customers regarding the delivery and the purchase of the orders via phone calls, emails and live chat.

- **Organization: Webner Solutions Pvt. Ltd.**

Designation: Web Developer (Front End)

Period: Jan'13 - March'15

Description:

- Working on projects related to web development using HTML (Hyper Text Markup Language), CSS (Cascading Style Sheets) and Adobe Photoshop.

- **Organization: Get Energy Services**

Designation: Sales Executive

Period: Jan'12 - Dec'12

Description:

- Working for a UK (United Kingdom) based Company on a process which is based on Energy i.e. Electricity, Water and Gas Contracts Renewals of the customers living in UK with different Energy Suppliers in UK like Eon, Opus, N-Power, Scottish Power etc.

Personal Details

- Father's Name: Mr. Davinder Dhawan
- PAN Card No.: BNLPD1475R
- Nationality: Indian
- Marital Status: Unmarried
- References: Available on request

DATED: 31/08/2021

Varinder Dhawan