

# HEMIN JATIN SHAH



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**NINE YEARS SIX MONTHS EXPERIENCE IN AUDIT, SALES AND OPERATIONS.**

## EMPLOYMENT HISTORY

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- 1. Organization: Solino Home PVT LTD**  
**Designation: Assistant Manager – E commerce (team size - 6)**  
**Duration** : May-21
- 2. Organization: ERGODE IT Services. (total 3 yrs 10 month experience)**  
**Designation: Assistant manager - Audit (team size - 14)**  
**Duration** : 9 months (March 2020 to April 2021)

### Job Responsibilities:

- Report to CEO regarding business loss and recovery plan (weekly and monthly)
- Regular meeting with account manager and department manager regarding team error and SOP change to minimize future loss
- Responsibility of eight MP matrices.
- On real time basis escalate critical issues to the business team which requires immediate attention.
- Audit team responsibility (team size-14)

**Designation: Team Leader - Audit (team size - 14)**

**Duration** : 21 months (May 2018 to March 2020)

### Job Responsibilities:

- Find out error in each process and resolve them for future profitability.
- Resolve major issue and business planning with Market place.
- Audit entire business process like Operation, Listing, Sourcing & Customer service.
- Identify error of each process and minimize business loss and removing negative feedback to represent case with Amazon and communicate with customer.
- Resolving challenging issues with customer service, loss situations, on-time shipment and other key areas of performance.
- Handling eight different US marketplace Metrics.
- Assigned tasks to individuals and departments.
- Conducted analysis of progress and held monthly meetings regarding goals and tasks.

**Designation: Team Leader - Operation.**

**Duration** : 1 Year 3 months (Jan 2017 to April 2018)

**Job Responsibilities:**

- Handling eight market place orders fulfillment.
- Handling order processing team, shipment team and pre-fulfillment team.
- Conducted weekly operation synchronization meetings to manage organizational chart, improve efficiency, streamline processes, and identify reluctant tasks
- Identified operational issues and devised goals and plans to address them.
- Conducted analysis of progress and held monthly meetings regarding goals and tasks.

**3. Organization: LG India PVT LTD.**

**Designation: Team Leader Sales.**

**Duration** : 1 year 10 months (Dec 2014 to Oct 2016)

**Job Responsibilities:**

- Handling Store sales executive in all Mumbai branch.
- Team handling 54 SSE(Store Sales Executive) in Modern trade(Croma,E-zone,Vijay sales)
- Also handling employee salary, incentive, target uploading and HR related works
- Channel sales = going to small distribution and sell them LG goods in interactive way
- Coordinate with Area manager and SSE & give them target.

**4. Organization: Rex Enterprises.**

**Designation: As an Operation Executive and Project coordinator.**

**Duration** : 01 Year 07 month (April 2013 to Nov 2014)

**Job Responsibilities:**

- Have experience in dealing with clients and selling them the interactive way of display marketing for general as well as modern trade.
- Have also done installation in different geographies of India and well versed about the rules of transportation.
- Client Servicing - Before the event and during the course of execution.
- Logistics & Admin responsibilities.
- Billing & payment follow-ups.
- Team Handling (25 ppl).

**5. Organization: Cupid Diamond PVT LTD.**

**Designation: Operation and account executive.**

**Duration** : 2 years (April 2011 to march 2013)

**Job Responsibilities:**

- Handel the dealing in all India buying and selling department online Rapnet handling.
- Co-ordinate with the clients and explain the products of the company.
- To handle all stock for diamond.

**EDUCATION**

- **Complete M.B.A (Marketing) from Sikkim Manipal University in 2015.**
- Passed T.Y.B.COM from Viva College of Arts, Commerce & Science with First Class in 2011.
- Passed H.S.C from M.K College of Commerce, with First Class in 2008.
- Passed S.S.C. from Saswati Vidhya Mandir high school with First Class in 2006.

## IT PROFICIENCY

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Crash Course from St Angelo's institute in Software Education, Basics, Internet, and Surfing.

Practical knowledge of MS office (MS-word, MS- excel, MS- PowerPoint), Adobe Photoshop, Internet and basic knowledge of hardware.

## KEY SKILL

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- Team work & Team handling.
- Research & Development.
- Planning and implementation.

## STRENGTHS

- Integrity
- Optimistic
- Self-Dependency
- Loyalty

## WEEKNESS

Heavy body

## HOBBIES

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Bike riding, Travelling, Music and Internet browsing.

## PERSONAL VITAE

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Gender : Male

Date of Birth : 30<sup>th</sup> Jan 1991

Marital Status : Single

Address : 202, B-wing, Arti apartment, Shiyaram showroom building, Vartak road,  
Near railway station, Virar (west), Pin – 401303.

Date: -

Thank you.