

Hardik Lakhani

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Aspires to pursue challenging assignments in an organization of repute

Profile snapshot :-

MBA – Marketing 2012

Atmiya Institute of Tech. & Sci.
GTU – Rajkot (Gujarat).

BE – Computer Engineering 2010

C. U. Shah College of
Engineering
SU – Surendranagar(Gujarat)

- A dynamic professional with seeking assignments in different growing sectors.
- Multifaceted personality, excellent communication skill in group presentation, written work & extra events.
- Exceptionally well organized with track record that demonstrates self-motivation, creativity and initiative to achieve both personal and corporate goals.
- An effective communicator with excellent relationship building and interpersonal skills, possess a flexible and detail oriented attitude.

Core competencies :-

Correspondence Address

H-101, Swaminarayan Park 2,
Someshwar Nagar, Vishala,
New Vasna, Ahmedabad,
Gujarat 380007

- Excellent communicator, very good spoken and written English
- Confident to liaise with clients directly
- Strong work ethic
- Willing to work in a busy environment that mixes project build as well as support-driven development where priorities change often
- Committed and passionate about technology
- Calm under pressure
- Efficient at managing workload/prioritising tasks

Personal vitae

Date of birth - 26th DEC' 1988

Nationality - Indian

Marital status - Married

Languages - English
Hindi
Gujarati
(Read, Write & Speak)

Educational credentials:-

Course	Board/University	Year of Passing	Grade / Score
MBA (Marketing)	G.T.U	2012	Distinction
B.E (Computer Engineering)	S.U	2010	Distinction

Areas Of Interest :

- Digital Media & Online Marketing
- Innovative Technologies & Advancements
- E-Commerce

Work Experience:-

1.	Company :- Designation :- Field :- Roles & Responsibilities:-	Three Miles Creations, Porbandar, Gujarat.(May 2012 – Feb 2013) Co-founder E-commerce <ul style="list-style-type: none">• Develop website.• Maintain contacts and build online presence.• Research and optimize the ecommerce website.• Manage orders & Create listings.
2.	Company :- Designation :- Field :- Roles & Responsibilities:-	Nailesh Industries, Porbandar, Gujarat.(Jun 2013 – April 2017) Operations & Sales Manager Cotton Processing & Cattle Feed Production <ul style="list-style-type: none">• HR activities.• Maintain sufficient inventory for repairs.• Marketing and branding of 'Amrut'.• Day to day reporting of production and sales.• Maintaining stock reports.• Regularly sending samples for test reports of goods produced.• Connecting with brokers for price variations in market.
3.	Company :- Designation :- Field :- Roles & Responsibilities:-	Prione Business Services Pvt. Ltd., Rajkot, Gujarat.(May 2017 – May 2018) NSA Executive E-Commerce <ul style="list-style-type: none">• On boarding new clients to seller central Amazon platform.• Meeting daily new clients for training and understanding of products.• Creating daily reports of work done.• Briefing new clients about the changes in the working or commission structure of Amazon services.• Attending seminars, workshops and events for awareness.• Learning new tools of advertising and conveying same to new sellers onboarded.
4.	Company :- Designation :- Field :- Roles & Responsibilities:-	The House Of MG, Ahmedabad, Gujarat.(Oct 2018 – Aug 2019) Sr. E-Commerce Executive Digital & Social Media Marketing <ul style="list-style-type: none">• Online /Offline Promotion & Marketing• Setting a target for Instagram to reach/ connecting to FB store for promotion team.• Be actively involved in online promotion with the digital marketing team.• Collaborate with appropriate team members to determine necessary strategic sales approaches.• Analyzing customer behaviour and respond to products online.• Develop sales opportunities by researching and identifying potential accounts.• Make regular necessary changes to online products and services.

		<ul style="list-style-type: none"> • Timely communicate with purchase team for making on time deliveries. • Help retail team with offshore product shipment by completing necessary documentation. • Gather information and provide timely reports to management. • Tie up with relevant social media influencers for marketing collaboration.
5.	Company :- Designation :- Field :- Roles & Responsibilities:-	OnTap Networks India Pvt Ltd(Oct 2019 – Present) Support Specialist E-Commerce <ul style="list-style-type: none"> • Work to support the client's projects via Jira and Slack. • Handling multiple projects at a time. • Handle the entire project from requirement gathering to after live support. • Work on the provided task and complete it in the desired time frame along with quality. • Document preparation. • Follow internal processes. • Ensuring task/project is completed within time along with quality. • Updating task/project daily activities to all relevant teams. • Magento 2.x and 1.x (CE and EE) review and suggest new features to clients. • Cross-browser and multi-device testing. • Do marketing/sales activities for company. • Handle/Support other technology projects.

Declaration :-

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Yours sincerely,

Hardik A. Lakhani