

# BHIMANSHU PAL

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## PROFESSIONAL SUMMARY

Detail-oriented professional with over 4 years of experience in e-commerce operations, Excel reporting, product data management, and manual testing. Proven track record of handling order processing and inventory tracking for platforms like Amazon, Myntra, and Oracle. Adept at leveraging Excel, Google Sheets, and data accuracy practices to deliver reliable and efficient backend support, contributing to optimized workflows and consistent platform performance.

## CORE COMPETENCIES

- **Marketplace Management:** Amazon, Myntra, Flipkart
- **Operations:** Order Processing, Inventory Tracking, Product Listing, Stock Updates, Timely Dispatch
- **Quality Assurance:** Manual Testing, Oracle Application Testing, Bug Identification, System Reliability
- **Technical Skills:** Advanced Excel, Google Sheets, Data Analytics, Performance Tracking
- **Soft Skills:** Problem Solving, Innovation, Collaboration, Teamwork

## PROFESSIONAL EXPERIENCE

### Indian Neddle

2024 - Present

*Ecommerce Executive | Ashok Vihar, Delhi*

- Handled order processing and operations for platforms like Myntra, Amazon, and Flipkart, successfully managing an average of 350+ orders daily.
- Managed bulk data using Excel and Google Sheets, including order reports, inventory tracking, and daily performance metrics to improve operational efficiency by 20%.
- Ensured smooth coordination of listings, stock updates, and timely dispatch, maintaining a 99% fulfillment accuracy rate.

### DoingERP

2024

*Excel & Manual Tester | United States, Remote*

- Worked on manual testing tasks, including Oracle application testing for data accuracy and functionality.
- Created and maintained detailed Excel reports for testing outcomes, performance tracking, and workflow analysis.
- Assisted in identifying bugs and ensuring system reliability across modules, which decreased critical system errors by 25%.

## Starlink

2022 - 2023

*Data Entry & Excel Report | New Delhi*

- Managed Excel-based data reports for product categories such as Wi-Fi routers, cables, and other tech accessories.
- Tracked inventory, pricing, and product performance across sales platforms.
- Prepared detailed reports to support decision-making in product listing, stock management, and vendor coordination, aiding in a 30% reduction in stockouts.

## EDUCATION

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### Delhi University

2021 - 2024

*Bachelor of Arts*

- Pursued a diverse curriculum with a focus on History, Data Analysis, and related subjects. Developed strong analytical, research, and communication skills.

### Govt. School (CBSE)

2020 - 2021

*Higher Secondary (12th)*

- Completed with a focus on Humanities/Arts stream, including History, Political Science, and English. Built a solid foundation in analytical writing and social studies.

## CERTIFICATIONS

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- **Excel for Data Analysis** - Coursera