

# MD PARWEZ ALAM

Storekeeper

Client Servicing

Dhanbad, Jharkhand-828301



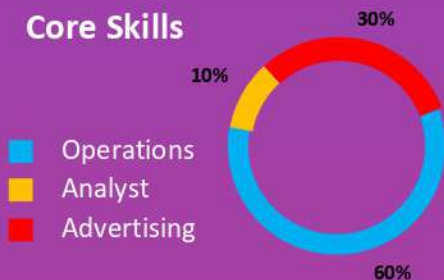
## ABOUT ME

In summary, my two years of experience as a storekeeper have provided me with a solid foundation in inventory management, logistics, and operations. I am confident in my ability to continue delivering results and contributing to the success of any organization through my dedication, skills, and passion for excellence in storekeeping

✉ Parweza405@gmail.com

📞 7859076760

### Core Skills



### SKILL

- Data-Driven Decision Making
- E-commerce Strategy
- Complex Problem Solving
- Effective Time Management
- Hard work and dedication
- Creativity
- Teamwork
- Positive attitude
- Tally ERP 9
- Attention to detail

## EXPERIENCE

**Blooprint | E-Commerce Consulting Agency (24<sup>th</sup> March 2023–25<sup>th</sup> Jan 2024)**

Sr. E-Commerce Executive ( 10 Month's )

- ❖ Seller flex account handling & order processing
- ❖ Account onboarding like (Amazon, Flipkat & Meesho)
- ❖ Creating Listings, doing competitive analysis, designing the catalog content, info, A+ content, store page & planning FBA/FBF inventory & all the operations.
- ❖ Creating & optimizing the Ads (Amazon, Flipkart) producing analysis and reports of campaigns.

**Loombiz Consultancy Pvt Ltd (12<sup>th</sup> June 2021 – 6<sup>th</sup> Mar 2023)**

E-Commerce Executive ( 1 Years 9 Month's )

- ❖ Managed a startup e-commerce business fro Multiple category, Responsible for Creating DOTD, Deals, Promotions, Coupons, SPF & maintaining all the daily operations.
- ❖ Planning & creating new strategies to grow business.
- ❖ Create Listing in Amazon, Flipkart, Meesho, Jiomart, & website optimizing the catalog, working on the E-commerce SEO in Marketplace as well as Brand website.
- ❖ Handling daily level operations.

**Spencer's (7<sup>th</sup> 09 2018 – 1<sup>st</sup> May 2021)**

Store Keeper ( 1 Year 10 Month's )

- ❖ Inventory Management: Utilizing inventory management software to track stock levels, anticipate demand, and ensure adequate supplies are maintained at all times.Ability to input data quickly and maintain high accuracy levels
- ❖ Receiving and Dispatch: Overseeing the receipt of incoming goods, verifying quantities against purchase orders, and coordinating the dispatch of products to various departments or customers.Familiarity with typing software to improve speed
- ❖ Storage Optimization: Implementing efficient storage solutions to maximize space utilization and minimize damage or deterioration of goods.Competence in navigating various application and system
- ❖ Quality Control: Conducting regular quality checks to ensure that incoming and outgoing products meet the required standards and specifications.Prioritization skills to manage multiple task and simultaneously
- ❖ Documentation: Maintaining accurate records of inventory levels, transactions, and any discrepancies, facilitating effective reporting and auditing processes.
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**Relaible Industries (26<sup>th</sup> Jan 2018 – 1<sup>st</sup> June 2018)**

Account Assistant ( 6 Month's )

- ❖ Proficient in basic accounting principles.
- ❖ Accurate recording of financial transations.
- ❖ Knowledge of accounting software for generating reports.
- ❖ Creating and processing invoices.
- ❖ Managing billing cycles ans ensuring accuracy.
- ❖ Handling payment to suppliers (Account Payable)
- ❖ Managing Customer Invoice and collection (Account Receivable)

## EDUCATION

Graduation (B.com) from **B B M College, Jharkhand** (2018)

## E-COMMERCE MARKETPLACE PLATFORMS



AMAZON SELLER CENTRAL



FLIPKART SELLER PORTAL



Meesho SELLER PORTAL



JIO MART SELLER PORTAL

## TOOLS



EXCEL



MS-Word



Tally





# SPENCER'S SMART CHOICE

Subrata Basu, 7th Floor, 5 Clive Row, Kolkata-700 001  
Tel: 033 6625 7800 / E-mail: [subrata@spencersretail.com](mailto:subrata@spencersretail.com)

spencer's

Smart ways to shop

Ref. No. Spen./20/073

Date: 12/10/2021

## TO WHOM IT MAY CONCERN

This is Certify That **Md Parwez Alam** S/o Md Nasim Ansari has worked in our concern as a "**Store Keeper**" since 7th September 2018 to 01 May 2021

His behavior character, conduct and job knowledge in this field have been found excellent and he has been also regular in his attendance.

This certificate will prove service competency with department .

We wish him all the success in his future life.

For, **RP Sanjiv Goenka Group**



Date of Issue: 12-11-2022

To whom it may concern

This is to certify that Mr. Md Parwez Alam was working with **Loombiz Consultancy Pvt. Ltd** as Account Manager in Flipkart, Amazon, Meesho department at our Dhanbad location for Approx. 18 Month starting from 21-06-2021 to 06-03-2023.

During his tenure with **Loombiz Consultancy Pvt. Ltd**, we found Mr. Md Parwez Alam to be honest, hardworking & responsible.

He/she has done an exemplary job while working with us and has always maintained professional relations with the team and colleagues.

The decision of moving on is completely Mr. Md Parwez Alam own decision.

We wish him all the best in his future endeavors.

Sincerely,



LOOMBIZ CONSULTANCY PVT. LTD

Director

Rahul Kumar  
Director  
Loombiz Consultancy Pvt. Ltd

**Loombiz Consultancy Pvt. Ltd.**

**Date: 31-01-2024**

## **Experience Letter To Whom So Ever It May Concern**

This is to certify that **Mr. Md Parwez Alam** was an employee in the role of **Sr. Executive Accounts Management** with **BPECOM CONSULTING PVT LTD** for a period of **10 Months**. He joined the organization from **24th March 2023** until **25th January 2024**. As a Sr. Executive Accounts Management, Mr. Md Parwez Alam ably demonstrated all his professional skills towards organizational and personal development.

His roles and responsibilities include -

- End to End Managing Client Operations on Flipkart, Amazon, Meesho and JioMart.

We wish him all the success in his future endeavors!

For, **BPECOM CONSULTING PVT LTD,**



**Authorized Signatory**

**Director –Prakash Maharaj**

**REGD OFFICE ADDRESS:** I 5-304, GODREJ ETERNITY, HOLIDAY VILLAGE ROAD,  
OFF KANAKPURA MAIN ROAD, VIJARAHALLI, BENGALURU, KARNATAKA, 560062





Ministry of Health & Family Welfare  
Government of India

## Provisional Certificate for COVID-19 Vaccination - 1<sup>st</sup> Dose

### Beneficiary Details

Beneficiary Name / लाभार्थी का नाम	<b>Md Parwez Alam</b>
Age / उम्र	<b>23</b>
Gender / लिंग	<b>Male</b>
ID Verified / पहचान पत्र सत्यापित	<b>Aadhaar # XXXXXXXX4040</b>
Unique Health ID (UHID)	<b>40-4771-5843-1355</b>
Beneficiary Reference ID	<b>96595998176260</b>

### Vaccination Details

Vaccine Name / वैक्सीन का नाम	<b>COVAXIN</b>
Date of 1 <sup>st</sup> Dose / पहली खुराक की तारीख	<b>03 Sep 2021 (Batch no. 37121030A)</b>
Next due date / अगली नियत तिथि	<b>Between 01 Oct 2021 and 15 Oct 2021</b>
Vaccinated by / टीका लगाने वाले का नाम	<b>LAXMI KUMARI</b>
Vaccination at / टीकाकरण का स्थान	<b>CHASNALLA JHARIA 2.0, Dhanbad, Jharkhand</b>



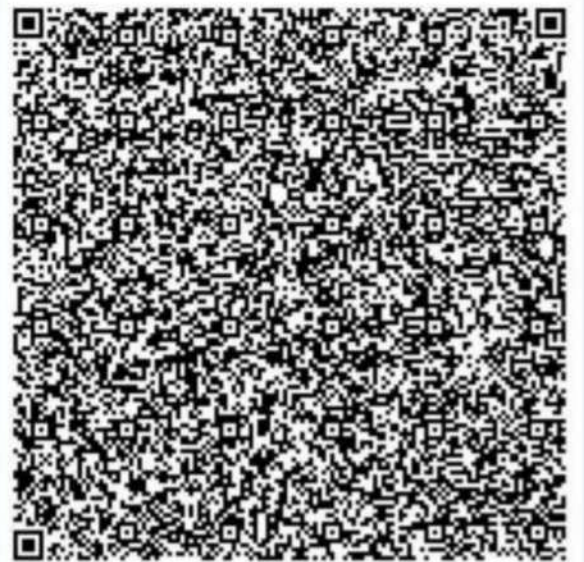
“दवाई भी और कड़ाई भी।  
Together, India will defeat  
COVID-19”

- प्रधानमंत्री नरेंद्र मोदी

In case of any adverse events, kindly contact the nearest Public Health Center/  
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

टीकाकरण पश्चात किसी प्रतिकूल घटना के होने पर नजदीकी स्वास्थ्य केंद्र/स्वास्थ्य कर्मी/जिला टीकाकरण  
अधिकारी/राज्य हेल्प लाइन 1075 पर सम्पर्क करें

**COWIN**  
Winning Over COVID



This certificate can be verified by scanning the QR code at  
<http://verify.cowin.gov.in>



Ministry of Health & Family Welfare  
Government of India

## Certificate for COVID-19 Vaccination

Fully Vaccinated : 2nd Dose

### Beneficiary Details

Beneficiary Name / लाभार्थी का नाम	<b>Md Parwez Alam</b>
Age / उम्र	<b>23</b>
Gender / लिंग	<b>Male</b>
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### Vaccination Details

Vaccine Name / वैक्सीन का नाम	<b>COVAXIN</b>
Date of 1 <sup>st</sup> Dose / पहली खुराक की तारीख	<b>03 Sep 2021 (Batch no. 37121030A)</b>
Date of 2 <sup>nd</sup> Dose / दूसरी खुराक की तारीख	<b>09 Oct 2021 (Batch no. C5/21018)</b>
Vaccinated by / टीका लगाने वाले का नाम	<b>Shalini Mishra</b>
Vaccination at / टीकाकरण का स्थान	<b>SNMMCH PG BLOCK COVAXIN, Dhanbad, Jharkhand</b>



“दवाई भी और कड़ाई भी।

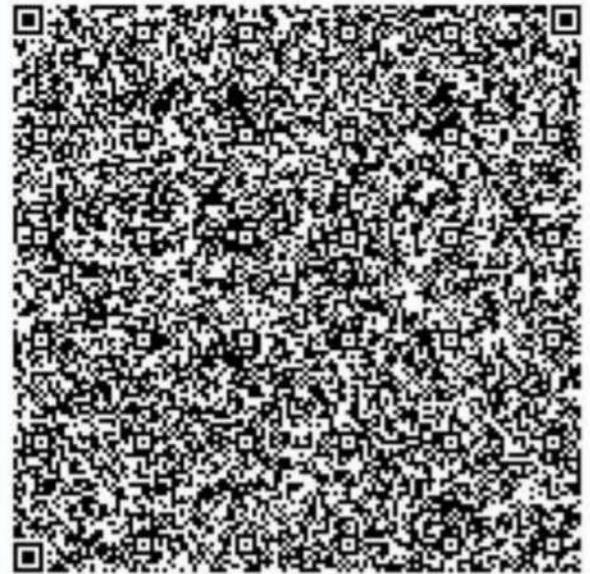
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