

Cover-Letter / E-commerce

Name: Syed Mohammad Ahmed

Date of Birth: 18/02/1992

Resident: United Arab Emirates

Occupation: E-commerce Professional

Education: Bachelor of Business Administration

Skills: Ecommerce & Digital Media Management



Dear HR Team, Greetings!

My name is Syed Mohammad Ahmed and I am an E-commerce Enthusiast, I am passionately looking for an E-commerce related opportunities, Please kindly review my attached Cover Letter/Resume and If you think that I can be your next Valuable Rock-Star Employee then do contact me for an early meeting.

I am having diverse E-commerce Management Skills with Experience in the field, knows extensively about the e-business and technologies involved and can handle a multitude of complex E-Commerce Tasks.

I am multi-tasking and capable of handling big E-commerce Sites that are having large Customer Base and abundance of data.

I am capable of diverse eCommerce operations, and some of them are listed below:

- ✓ Ecommerce Business Management and Operations.
- ✓ Managing E-commerce Platforms and Site-Wise Operations
- ✓ E-commerce Customer Relationship Management (CRM).
- ✓ E-Commerce Analytics, Analyzing and Monitoring Web Traffic & Statistics, Google Analytics, User Retention Tracking etc.
- ✓ E-commerce Content Management (CMS) and Commercial Content Moderation (CCM).
- ✓ Administrating and Handling, Web Operations related to Product Sales.
- ✓ E-Commerce Analyst, Financial Planning and Forecasting, Managing Sales and Revenue.
- ✓ All Users and Customers Account Handling & Management and Users Monitoring for Compliance.
- ✓ E-Commerce Customer Support Management, After-Sale Services and Feedback handling.

- ✓ Digital Media Management, Social Media Management (SMM).
- ✓ Establishing and Managing Current and New Online Presence.
- ✓ Managing Online Product Inventory and Digital User Inventory.
- ✓ User Generated Content Management and Moderation for All types of User Ads, Posts, Forum threads, User Product Ratings and Feedback Comments.
- ✓ Managing Third-Party Advertisements, such as the Google AdSense, Amazon Affiliates and Admob.
- ✓ Running and Managing Google Ads marketing campaigns.
- ✓ Brand Management, Branding, and Designing, Brand E-Marketing.
- ✓ Web and Visual Merchandising for E-commerce brands.
- ✓ Managing E-Commerce Admin Panels, Back End Panel, Front End.
- ✓ Managing and Implementing of Web Portal Security via Secure Socket Layer (SSL)
- ✓ Managing E-Commerce Backup Operations, such as full website backup and restoration.
- ✓ Market Research for Innovation and Business Development Purposes.

Please kindly view my attached resume to know about my other skills and full background and I will highly appreciate if given a chance and will prove to be one of the best if allowed to work with your esteem organization.

Thank you, looking forward to an early response.

From,
Syed Mohammad Ahmed
United Arab Emirates - UAE
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Find Attached Files: Resume/ Documents