

Kunal Bisht

E-mail: kunalbisht91@gmail.com

Mobile: +91 7042284064

SUMMARY

Key Account Manager Experience: 1 Year

Catalog Management Experience: 3 Years

Industry: E-Commerce.

PROFESSIONAL EXPERIENCE

Key Account Executive || Operation Associate – Paytm Mall – April 2015- Present

Key Account Executive- Paytm, Noida, India

July 2018- Present

- Currently working in Paytm as a Growth Associate for laptops verticals. Heading account & operations of Northern and East region to provide support in on-boarding of sellers, their catalog, payments, order processing, commission adjustment, price & banner for paytm mall app/web. Making performance reports of sellers on monthly/weekly basis and regular coordination with new merchant for on-boarding (through Calls & E-mails).
- I have also worked in B2B category where I coordinated with FSE's for bulk orders apart from that coordination with catalog team for updation task as well as sanity of existing catalog (Images Description Complexes etc) in bulk.
- Worked as a Key Account Executive in Books & Stationery category. It involved Coordination with multiple internal teams (Tech, Logistics, Brand & Seller Verification etc.) to handle the concern of merchants.

Past Roles and Responsibilities (Paytm - Catalog)

April 2015- June 2018

- Worked In Catalogue Dept. (Operations) which included co-ordination with Category Team, Tech team to handle the concerns of merchants also manage & upload different Content to the site and product enhancement.
- Worked on "Service Cloud Console Salesforce" Platform. Managed Category as well as Merchant queries through Salesforce. Catalog creation, uploading and quality check of products and using different tools to complete given tasks. Uploading Images on Online Server Using "**Cloudberry for Amazon S3**".
- Responsible for doing the complete Enrichment process and categorizing and structuring the products.
- Responsible for making most brands live in given TAT.

Senior Support Executive - National Informatics Centre - New Delhi - Feb 2012 - March 2015

- Worked with National Informatics Centre from February, 2012 to March, 2015, as a Senior Support Executive.
- Preparation of proposals for deployment of manpower through vendor agencies for National Informatics Centre.
- Preparation & Issuing Job Orders processing of bills viz scrutinizing of bills, related of sanctions, Forwarding, Letters etc.
- Handling all the manpower related vendors.

EDUCATION

Bachelor Degree of Arts - **University of Delhi**

(2013)

Class XII (CBSE)

(2008)

Class X (CBSE)

(2006)