

Ashima Sharma

Amazon | MBA Amity University (2020)

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EXPERIENCE

Amazon Development Centre, Sr. Catalog Associate, French

August 2017 - February 2020

Catalog Growth & Management

- Increased e-commerce, keeping virtual products / detail pages on the amazon.fr website up-to-date to ensure effective customer experience
- Decreased TAT from 8 days to 12 hours by onboarding an external process within teams at European level for multiple marketplaces (Germany, France, Italy, Spain, UK)

Vendor & Brand Specialist Management

- Directly worked with vendors and brand specialists in order to learn more about their products, to ensure that the right specifications are reaching to our buyers
- Performed quality check for junior associates, allocated work to meet weekly / monthly targets, end-to-end mentorship for 4 new joiners

AWARDS & ACHIEVEMENTS

- Earned cash price and Extra Mile certificate 4 times for helping drive 4 huge projects for our premium vendors (Swarovski, Puma, Newell Rubbermaid, Logitech)
- Bagged cash price 11 times for giving highest productivity amongst team members (8 as junior associates, 3 as senior associate)
- Earned 2 Thank You cards for helping team members to drive their respective projects, doing RCAs and bringing in best practices from other teams to help my teammates save TAT
- Ranked Second in the examination held in May 2015 at the YWCA of Delhi for Shorthand, Typewriting, Office Procedure, English for Business Communication, Computer, Communication & Soft Skills
- Appeared in the Problem Solving Assessment conducted by Central Board of Secondary Education (C.B.S.E), Delhi, held in February 2013 and achieved percentile score 67.6210, 91.8784 and 84.7175 in Language Conventions, Qualitative Reasoning and Quantitative Reasoning respectively

EDUCATION

Amity University, Noida

MBA in Operations
(December 2018 - December 2020)

Delhi University

BA Hons. English
(June 2014 - July 2017)

Kamala Nehru College, Delhi
University

Advanced Diploma in French
(June 2016 - July 2017)

Alliance Française de Delhi

Diploma in French
(June 2014 - July 2017)

Doon Public School, Paschim Vihar

a) 12th (CBSE) : 82%
b) 10th (CBSE) : 80%

SKILLS

Multilinguist, Computer Literate, Team Management, Stakeholder Management

INTERNSHIP EXPERIENCE

Majestic Interiors

PA to the CEO

INTEREST

Travelling, Reading, Blogging