

MUKESH.P.SOLANKI

Contact no: 6351570956

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CAREER OBJECTIVE:

Seeking a good position in an organization and seeking new challenges which will effectively utilize my knowledge and provide opportunities for knowledge enhancement and career growth.

ACADEMIC RECORD:

Degree	Year	University/Board	Result
M.sc IT	2015	S.P.U,V.V.Nagar	7.1- CGPA
BCA	2012	S.P.U, V.V.Nagar	65%
H.S.C	2010	G.H.S.E.B.	59%
S.S.C	2008	G.S.E.B	57%

PROFESSIONAL EXPERIENCE: (9+ Years)

- Junior Marketing Management Executive at Jain Irrigation System Limited (Jan 2016 - Feb 2021)
- Assistant - filed Service at VASU Healthcare Pvt Ltd (April 2021 to Jan 2023)
- MIS Executive at Elite Decore Pvt. Ltd (March 2023 to April 2024)
- E-commerce Executive at Adri It Solution (Oct 2024)

I am currently working Adri It Soutlion Pvt. Ltd at from Oct 2024

ROLES & RESPONSIBILITIES

- MIS Executive with experience in regional report preparation, Advance Excel data management, SAP entries, employee record handling, portal and inward/outward operations, invoice verification, and strong proficiency in MS Office (VLOOKUP, LOOKUP, Pivot Tables, SUM, AVG, COUNT, INDEX, MATCH).
- Experienced in generating and updating portal data, handling basic e-commerce operations on Amazon and Flipkart, managing product listings, pricing, inventory checks, return processing, invoice/PO uploads, maintaining weekly reports, and proficient in MS Excel, Word, and Outlook.
- Managed daily e-commerce operations on Magento, including product listing, price updates, inventory tracking, and catalog maintenance..
- Uploaded, updated, and monitored product images, descriptions, and specifications to improve online visibility and sales performance.
- Coordinated with internal teams for stock updates, pricing strategies, and promotional activities.
- Able to create basic photos, videos, and social media content using Canva.

TECHNICAL SKILLS:

✓ MS Office & MIS Tools –

- Regional MIS report preparation and data analysis
- Dashboard creation and weekly/monthly reporting
- MS Word & Outlook proficiency

✓ E-commerce Marketplace Operations –

- Product listing, pricing updates, inventory checks, and catalog management

✓ Product & Catalog Management –

- Experienced in creating and managing product listings on Magento (simple, configurable, virtual, and grouped products).
- Performed bulk product uploads and updates using CSV files and attribute sets.
- Managed product titles, descriptions, images, tags, and metadata for improved visibility.
- Created SEO-friendly product listings with optimized titles, meta descriptions, and keywords.

✓ Data Handling & Reporting –

- Exported/imported product data, managed catalog backups, and executed data cleaning tasks
- Generated sales, inventory, and performance reports using Magento reporting tools.
- Power BI (Basic) - Self-learned through online tutorials (YouTube) capable of creating basic dashboards and reports.

✓ Basic to Intermediate Canva Skills –

- Experienced in creating product images, social media posts, and promotional creatives using Canva.

PERSONAL DETAILS:

Name: Mukesh Parsottambhai Solanki

Father's Name: Parsottambhai Rajibhai Solanki

Address: Parvati Nivas, Near Narmada Nagar No.3, Opp Om Duplex, G.I.D.C Road, Manjalpur, Vadodara - 390011

Mobile No: 6351570956

Phone no (Res): 9157440186

Date of Birth: 2nd May, 1993

Languages: English, Hindi and Gujarati.

DECLARATION:

I hereby declare that all information given above is true to the best of my knowledge.

Mukesh P. Solanki