

Noman Hayat

✉ Nnomanhayat7@gmail.com ☎ +923392001960

SUMMARY

Experienced E-Commerce Catalog Specialist with expertise in product listing, inventory management, and catalog optimization across platforms like Shopify plus and Magento. Committed to ensuring accurate product data, efficient inventory control, and a well-structured catalog to enhance operational efficiency and customer experience.

EXPERIENCE

Team Lead Catalog Executive

iGate Technologies

01 Sep 2021 – Till Present

- Led a team of catalog specialists in curating and maintaining product listings, ensuring accuracy, completeness, and consistency in product information, images, and pricing.
- Utilized data analysis and market research to identify opportunities for product optimization, pricing strategies, and inventory management.
- Demonstrated proficiency in both Magento and Shopify plus platforms, overseeing the seamless integration of product data, updates, and improvements, as well as troubleshooting technical issues.
- Worked closely with the marketing team to create compelling product descriptions, images, and videos, enhancing the overall customer experience and driving increased conversion rates.
- Implemented strict quality control measures to ensure product data accuracy and adherence to branding guidelines.
- Collaborated with cross-functional teams, including marketing branding and finance, to align catalog strategies with the company's marketing and sales objectives.
- Conducted training sessions for team members to enhance their skills in catalog management, data optimization, and platform-specific best practices.
- Tracked and reported key performance metrics related to product catalog performance, sales, and customer engagement.

Inventory Executive

iGate Technologies

September 2018 – August 2021

- Managed inventory for a range of iGate Technologies products across various ecommerce platforms, including Amazon, eBay, Wish, Walmart, and Magento.
- Conducted: detailed examinations and investigations- to rectify misidentified or imbalanced inventory items.
- Administered -inventory record adjustments: following specialized inventory orders from management, ensuring accurate stock keeping.
- Maintained a comprehensive, computerized record of all supplies and tracked their locations using Excel and Linn Works software.
- Prepared and generated -weekly, monthly, quarterly, and annual reports- to provide insights into inventory performance.
- Collaborated with the inventory team to - streamline processes and enhance efficiency- in inventory management.
- Created detailed reports on FBA (Fulfillment by Amazon) inventory and sales, contributing to data driven decision-making.

Data Entry Operator

iGate Technologies

June 2018 – August 2018

- Demonstrated exceptional proficiency in fast typing and computer competencies.
- Proved ability to work effectively, both - independently and within a team, fostering a collaborative work environment.
- Emphasized meticulous attention to detail, accuracy, and the highest standards of confidentiality and integrity.
- Excellently communicated with peers and superiors, effectively contributing to the team's success.
- Mastered multitasking and time management, enabling efficient handling of tasks under pressure.
- Possessed strong numeracy and English language skills.

AWARDS & HONORS

Promotion to Inventory Executive

- Recognized for exemplary performance in the organization, resulting in a promotion to the role of Inventory Executive.
- Demonstrated exceptional skills in inventory management, optimization, and team leadership.

Promotion to Listing Team Lead

- Acknowledged for continued dedication and outstanding contributions, leading to a subsequent promotion as the Listing Team Lead.
- Successfully managed and optimized product catalogs, guiding a team of specialists to drive sales and enhance the customer experience.

Award Earned Employee of the Month for Dedication and Performance

SKILLS

Excel and Word

Magento and Shopify Plus

Amazon, Walmart, eBay, and WooCommerce

Linn Works

Adobe Photoshop and Illustrator

EDUCATION

Matric

Model College for Boys G- 9/4 Islamabad • Islamabad • 2018

ICS

Indus Group of College • Blue Area Islamabad • Year 2018

Bachelor- In progress