

CLINCE GEORGE

Catalog Lead

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EXPERIENCE

Catalog Lead UK

Amazon

📅 12/2022 - 12/2024 📍 Bangalore, India

Retail Business Services, Amazon Development Center (India) Private Limited -Bengaluru, India

- Auditing for the new SOP updates and automation for the process improvement.
- Publishing reports on daily basis for understanding the team metrics and evaluate the team performance.
- Work allocation to the team members on frequent basis.
- Quality Checking for the tasks where the associates are working.
- Conducting of team meetings and doubt sessions with the team.
- Taking trainings to the newly hired employees.
- Conducting call with the Vendor Consultants and Brand Specialists.

Catalog Associate

Amazon

📅 2019 - 2022 📍 Bangalore, India

Retail Business Services, Amazon Development Center (India) Private Limited -Bengaluru, India

- Following pre-defined processes, guidelines, and SOPs to perform audit tasks that helps in meeting the required level of accuracy and productivity.
- Demonstrating excellent time management skills. Work independently using guidelines and SOPs.
- Analyze data and identify new trends/patterns to drive business results.
- Provide feedback to streamline existing processes to help the team achieve more consistent results with high quality.
- Review authoritative sources to validate catalog data when needed. Flexible to meet business requirements.
- Handling Calls with Brand Specialist in related to process and collecting product related data.

EDUCATION

MBA in Human Resource Management

Jain Deemed-to-be University

📅 2019 - 2022

BBA in Finance

Calicut University

📅 06/2016 - 2019

LANGUAGES

English	Primary	●●●●●
Hindi	Advanced	●●●●●
Tamil	Beginner	●●●●●
Malayalam	Native	●●●●●

SKILLS

Microsoft Excel

Microsoft Office

Time management

Team Management

Planning & Organizing