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PROFILE

To become a competent professional and build up a prosperous career by working in challenging position in an enlightening corporate environment where value is given for hard work and dedication and to established myself as a smart, skilled, intelligent to the basis of my qualification, knowledge experience, hard work devotion and ambition

EDUCATION

08-2009 → 08-2011 SSC (Science) (10th Standard)
BISE Rawalpindi
09-2011 → 07-2013 HSSC (Pre-Engr) 12th
BISE Rawalpindi
04-2024 → 02-2026 Bachelor's (Data Science) 14th
Virtual University

WORK EXPERIENCE

01-2024 → present
Byld Commerce
Amazon Catalog Associate

- Managed end-to-end product listings (titles, bullets, descriptions, keywords, images & attributes).
- Ensured data accuracy for pricing, variations, categories, and inventory.
- Resolved listing issues including suppressions, errors, and stranded inventory.
- Optimized listings with SEO-driven keywords to improve ranking and conversions.
- Handled bulk uploads via flat files, spreadsheets, and Seller Central.
- Maintained parent-child variations and catalog consistency.
- Coordinated with content, design, and supply chain teams for smooth operations.
- Stayed compliant with Amazon listing policies and guidelines.
- Analyzed performance metrics and implemented improvements for sales growth.

01-2022 → 03-2024
Esols Technologies
E-Commerce Assistant

- Managed listings across Amazon, eBay, Wayfair, B&Q, and Debenhams
- Conducted keyword research and implemented SEO strategies
- Created high-converting titles, bullet points, and descriptions
- Managed inventory updates, pricing, and order processing
- Resolved listing issues and maintained account health
- Coordinated with teams for A+ Content and branding

10-2015 → 08-2020
Akhuwat Micro Finance
Assistant Area Accountant

- Maintained financial and operational data records
- Generated reports and ensured data accuracy
- Managed large datasets with attention to detail
- Provided administrative and technical support

PERSONAL SKILLS

- ✓ Ability to adapt and learn quickly
- ✓ Managing tasks and problem-solving skills
- ✓ Strong communication and interpersonal skills
- ✓ Able to work on my initiative or as part of a team
- ✓ Proficient in computer applications, including Microsoft Office Suite



SOFTWARE SKILLS

Data entry	■ ■ ■ ■ ■ □
Microsoft Word	■ ■ ■ ■ ■ □
Microsoft excel	■ ■ ■ ■ □ □
Microsoft Power Point	■ ■ ■ ■ □ □
Typing	■ ■ ■ ■ ■ □
E-commerce Platform	■ ■ ■ ■ ■ □
Order & Inventory Management	■ ■ ■ ■ □ □
SEO & Listing Optimization	■ ■ ■ ■ □ □
Data Analysis	■ ■ ■ ■ □ □
Communication	■ ■ ■ ■ □ □
Keyword Research & SEO	■ ■ ■ ■ □ □
Data Cleaning & Formatting	■ ■ ■ ■ □ □
VLOOKUP / XLOOKUP	■ ■ ■ ■ □ □
Pivot Tables & Data Analysis	■ ■ ■ ■ □ □
Accounting and Finance	■ ■ ■ ■ □ □
word	■ ■ ■ ■ □ □
Slack	■ ■ ■ ■ □ □
Asana	■ ■ ■ ■ □ □



LANGUAGES

English	● ● ● ● ○ ○
Punjabi	● ● ● ● ○ ○
Urdu	● ● ● ● ● ●



HOBBIES



Cricket



Reading



Typing