SHAHRUKH KHAN

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LinkedIn

PERSONAL DETAILS

Date of Birth: 14 August 2000 **Nationality:** Indian **Height:** 183 cm
Passport: Valid Indian passport held

PROFESSIONAL SUMMARY

Customer-facing professional with hands-on experience in retail billing, sales and running an e-commerce service business. Handles customer queries, tracks orders and coordinates with customers and sellers to keep work moving. Organized, reliable and used to working with people.

WORK EXPERIENCE

Digiboom (Own Marketing Agency) - Founder & Operations 2022 - Present
Work from home | digiboombuisness@gmail.com | digiboom.pages.dev

- Run an e-commerce support business, coordinating with customers and sellers on day-to-day orders.
- Handle customer queries and order-related issues over chat.
- Track orders, payments and pending amounts in spreadsheets and follow up with customers and sellers.

Rakesh Boot House, Gwalior - Billing & Operations 2021 - 2022

- Processed daily billing operations at a retail footwear store.
- Worked with store staff to resolve billing discrepancies and keep daily tasks on track.

Father's Business, Gwalior - Buying, Sales & Inventory 2020 - off and on

- Managed daily buying and selling operations and handled customer deals directly.
- Tracked stock levels and kept inventory records accurate.

PROJECTS

Digiboom Website - digiboom.pages.dev
Website of my own marketing agency, Digiboom.

Corruption Free India - corruptionfreeindia.pages.dev
Built a social-awareness website that follows public money and public works across India - a national map of 8+ lakh surveyed rural facilities, official funding dashboards and collected audit records.

Gwalior Ki Awaaz - gwalior-ki-awaaz.pages.dev
Built an independent citizen platform for Gwalior where residents can report and track civic issues - roads, traffic, streetlights, drainage and more.

EDUCATION

Bachelor of Science (Biology) - Jiwaji University, Gwalior 2021 - 2024
CGPA: 7.683

12th (PCM) | Diploma in Computer Applications (DCA)

SKILLS

Customer Service | Retail Billing | E-commerce Operations | Customer Coordination | Inventory Management | Sales Operations | Problem Solving | Attention to Detail | Teamwork

LANGUAGES

English | Hindi | Urdu