

Nandini Gupta

Virtual Assistant

India | [LinkedIn](#)

Running a business involves many moving parts. I help business owners and growing teams stay organized by supporting the administrative tasks and e-commerce operations that keep their day-to-day work moving.

With experience in e-commerce operations, project coordination, and administrative support, I bring an organized, detail-oriented approach to managing tasks, maintaining information, and supporting business workflows.

Here's how I can support your business:

- Administrative Support: Email and calendar management, document preparation, and file organization.
- Data Management: Data entry, spreadsheet updates, record maintenance, and information organization.
- E-commerce Support: Product listing updates, product data management, and marketplace backend assistance.
- Research & Organization: Web research, information gathering, and structured documentation.
- Productivity Tools: Excel, Google Sheets, Google Workspace, and Microsoft Office.

My goal is to provide dependable support, maintain organized workflows, and help business owners spend more time on their priorities.

I'm interested in working with businesses, entrepreneurs, and teams that need reliable administrative or e-commerce assistance.

Need support with administrative tasks or product listings?

☐ Send me a message here on LinkedIn to discuss your needs and how I may be able to help.

EXPERIENCE

Project Coordinator

SHARP NGO

Oct 2025 — Jan 2026

Delhi, India

- Participated in field visits and supported the health camps.
- Collected, maintained, and managed project-related data and records.
- Assisted with documentation and administrative activities.
- Coordinated with team members to support smooth project operations.
- Maintained accurate records and updated project information.

Ecommerce Executive

Wren Engineering Private Limited

Feb 2025 — Aug 2025

Delhi, India

- Managed and updated product listings across multiple e-commerce and B2B platforms.
- Maintained product and business data accurately.
- Prepared invoices, quotations, and e-way bills.
- Organized and updated product information and documentation.
- Worked with platforms including Amazon, Flipkart, IndiaMART, TradeIndia, ExportersIndia, Snapdeal, and Moglix.

Mobilizer

Magic Bus India Foundation

Nov 2024 — Jan 2025

Delhi, India

- Coordinated participant mobilization and supported effective batch management.
- Communicated with individuals from different backgrounds and maintained organized records.
- Developed communication, coordination, and problem-solving skills while working in a fast-paced environment.

Field Worker

Samhita

Aug 2024 — Sep 2024

Delhi, India

- Worked on the WOHLA project to spread awareness among women about different birth control methods.
- Educated women about menstrual hygiene and proper sanitary pad usage.
- Shared information about nutrition and healthy eating practices.
- Guided women on basic financial management and saving money.
- Communicated with community members and provided practical information to support their well-being.

Field Worker

Efrah

Apr 2024 — May 2024

Delhi, India

- Supported basic education initiatives for children from Classes 1–10 who could not afford private tuition.
- Conducted field visits and supported community mobilization activities.
- Guided students who had completed Classes 10 and 12 about available educational courses and opportunities.
- Supported school admissions for children who were out of school.
- Provided information about government schemes, including EWS forms and related support.

EDUCATION

Indira Gandhi National Open University

Bachelor's degree in Social Work

Jan 2023 — Jan 2026

SKILLS

E-Commerce · Email Management · Executive Calendar Management · Google Sheets · Formatting Documents · Proofreading · File Management · Document Management · Google Workspace · Administrative Assistance · Data Management · Data Entry · Advance Excel · E-commerce Optimization