



Mohammed Saqib Shaikh

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ABOUT ME

I would love to be an asset to your Company. I am an efficient and confident person with my positive work. My experience helped me develop expert knowledge of the sales process ,Customer Services and Team Management. I am highly motivated to continue learning and improving my craft.

SKILLS & PROFICIENCIES

- Good Communication
- Quick Problem Solver
- Online Marketing
- Rapo Building
- Ability to work under pressure and Meet Deadlines
- Creativity & Leadership

EDUCATION BACKGROUND

M.K.Sanghvi College of Commerce

H.S.C Passed

Year 2013

Digital Marketing Course

LANGUAGES

English

Hindi

Marathi

WORK HISTORY

TEAM LEADER

T&J Services | Sep 2014 - June 2015

To Motivate and lead a team of online Tech support
To ensure daily targets are been achieved
To prepare roster on daily basis& schedule week offs
To ensure a secure payment process for our customers
After sales follow up on our customers

PROCESS MANAGER

Iguana Compusoft Solutions | July 2015 - Dec 2016

Manage the center with Business Targets
Ensuring the client gets the best tech support
Run errands with merchants for payment related issues.
To make sure Dialers are been provided with the best leads for our calling the customers

RETAIL SALES EXECUTIVE|FASHION CONSULTANT

SuperDry Store | Jan 2017 - Oct 2017

To fulfil store daily targets
To help customers with the product best Suited for them
To Maintain the Visuals of the Store
To Greet customers and give them the best Customer Service and make sure the Customer doesn't leave the store Empty Handed or Disappointed.
To Help Customer with their Exchange or Damaged Products
To keep Track of the Store replenishment and inform the Stock Boy to replenish the stock as soon as the size is been sold

SR FASHION CONSULTANT/STORE MANAGER

Selected HOMME | Feb 2018 - Sep 2019

To ensure store daily targets are been Achieved
To Maintain the Visuals of the store
To prepare weekly rosters
To Maintain the inward and outward registers & petty cash
To maintain Daily sales report and sharing with ops Manager
To keep a record of the Product exchange register
To make sure the Audit takes place after every 3 months and there is no shortage in the Audit
To do a quick In-Store Audit count every Monday to keep a proper track and count of the Inventory

Personal Details

- **D.O.B : 28/05/1993**
- **Marital Status - Married**
- **Nationality- Indian**

Expertise

- **Consulting**
- **Expert**
- **Knowledge**
- **Team Work**
- **Advice**
- **Trust**
- **Research**
- **Sales**
- **Marketing**
- **Business Development**
- **Operations**

Work Experience - UAE

BUSINESS DEVELOPMENT/MARKETING MANAGER

Blues First Shipping LLC/Geneve Tobacco LLC

March 2020 - April 2021

To Maintain Social Media Advertising of the Geneve Brand

Spreading Awareness of the Brand by Posting pictures and videos

To be the medium between the Buyer and provide him with all the Necessary information about the Brand, Prices and Required and given Document.

To arrange meetings with the Clients

To clear Custom Documents and Maintain it

To ensure smooth Loading & Off Loading

To Maintain track of the Vessel and as per that be in constant touch with the Consignee

To be able to Handle the Clients and Calm then when they are Upset with a problem Solving Attitude

BUSINESS DEVELOPMENT MANAGER

Visa Planet Immigration Services

May 2021 - December 2021

To Constantly follow up with the Marketing team to make sure the Marketing Campaign is on point.

To Outcall the Lawyers for the Legal Documentations for the Clients in Countries like Poland, Australia and Canada.

To get Allied with Factories and Businesses for Blue Collar Jobsto make sure they secure vacancies for our Clients.