



# TAUQER SHAIKH

**GRAB A GRUB SERVICES PVT. LTD. (Reliance)**  
(Hub Supervisor)

## Contact Info

+971509043753  
tauqershaikh.sn@gmail.com

**Sharjah, Dubai**  
**Dubai, United Arab Emirates**

## Strengths & Skills

- ✓ Communication Skills
- ✓ General Solutions

- ✓ Cancelling
- ✓ Problem Solving

- ✓ Customer Service
- ✓ Quality Management

## ACADEMIC

Title	Institute	Date
B.COM PASSED	University of Mumbai	2020
H.S.C PASSED	Maharashtra State Board	2017
S.S.C PASSED	Maharashtra State Board	2015

## EXPERIENCE 3 YEARS

Company	Designation	Duration	Years
GRAB A GRUB SERVICES PVT LTD. (Reliance)	Hub (Supervisor)	26th Sept 2020 to 8th Sept 2021	1 Years
GOUSH ABDULLA & Co.	Executive Accountant	22nd July 2018 to 16th Aug 2020	2 Years

## WORK HISTORY

### Grab A Grub Services Pvt Ltd (Reliance) – Hub Supervisor

#### E-COMMERCE

#### Job Descriptions

- ➡ Handling high volume Order Out For Delivery.
- ➡ Handling 25 to 30 Riders & 25 Vehicle Daily Solving There Issue.
- ➡ Responsible for answering calls, emails, and WhatsApp group.
- ➡ Submitting the day end report and master log report has been sent every day to all concerned team heads.
- ➡ Handling all the tasks given by Operation Manager within the time.
- ➡ Reporting each and every concern at a special request coming from a customer to the team leader.
- ➡ Communicate with the operations team and quality team.
- ➡ Gathering all the information for any issue coming from any source has to be confirmed by the customer as well as a delivery team.

## WORK HISTORY

### **Goush Abdulla & Co. – Executive Accountant**

#### Job Descriptions

- ➡ Bank Statement Purchase & Sale in Tally
- ➡ Provide timely follow up on active clients, negotiate immediate full & final payments or acceptable and timely payment arrangements
- ➡ Excel Data Entry & MS Office
- ➡ Doing field visits for defaulted clients as to discuss and negotiates for the payments as well as cash/cheque collection
- ➡ Sending legal notices to the defaulted customers as well
- ➡ ITR Filing (Income Tax Return)
- ➡ Gathering all the information for any issue coming from any source has to be confirmed by the customer as well as a Accountant team.

#### FUNCTIONAL AREAS

Administration

#### LANGUAGES KNOWN

English,  
Region :  
Hindi, Marathi,  
Tamil, Urdu.

#### HOBBIES

Internet Browsing  
Playing Cricket

## DECLARATION

I do hereby declare that all information's are true, correct to the best of my knowledge And belief.

**Date :**

**Place :**

**TAUQER SHAIKH**