

CURRICULUM VITAE

FARHAZ AYUB SHAIKH

Jasdan Wala Chawl,
Near Bharat Petrol Pump
M.G. Road Panvel- 410206
Navi Mumbai.
Email id:- Farhazshaikh21@gmail.com
Mobile No: - 9920908760

Date of Birth: 30-06-1988

Marital Status: Married

Work Experience:

1) **SYNERGIE CONTROLS & SYSTEM PVT LTD**

Designation: - Admin & Logistics

Date: - 1st July 2021 to Till Date

Responsibilities:-

- Maintain Workshop Store responsibility.
- Manage all bills.
- Daily Stock Update & Using FIFO method for Material Use.
- Manage daily Dispatches & deliveries through different modes.
- Arrange Transportation for Panel & Other Material Dispatch.
- Proper Packaging & Labeling Material before Dispatch.
- Arrange all Basic Document for Material Dispatch.
- Taking Care for Loading & Unloading Panel.

2) **CHOCOLATE CUBE NATION**

Designation: - Owner (Started Own Business of Supplying Chocolates)

Date :- 1st May 2019 to 30th June 2021

- Marketing of Chocolates.
- Supplying Various type of Brand Chocolate for marketing.
- Responsible for handling Sales in the multiple areas.
- Ensure timely delivery of the product.
- Maintaining relationship with Retailors & Customers and ensuring quality of service.
- Developed more than 50+ Shops
- Build New Client base to Maximize Sales.
- Maintaining accounts & updating stocks
- Tracking of Shipment & Orders.

3) **OMAPAL TECHNOLOGIES PVT LTD (FLYROBE)**

Designation: Order Management Executive & Store Operation Manager

Date: - 15th March 2018 to 25th Feb 2019

Responsibilities:-

- Order processing
- Proper records of every Orders
- Consignment process
- Tracking of shipment & Orders
- Inventory Management of Outfit
- Weekly audit & QC of Outfit

- Shrinkage control
- Sales Support
- Handle Complaints from Customer
- Coordination with Ware house & store

4) LOVE SUGAR & DOUGH PVT LTD

Designation: Kitchen Officer

Date :- 07th December 2017 to 14th March 2018

Responsibilities :-

- Processing the Daily Store Orders & Dispatching of Goods on Time .
- Maintaining Daily Stock
- Proper Records of Billing for Shops & Vendor.
- Maintain Kitchen As Per FSSAI.

5) DELICIA FOODS (SISTER CONCERN MONGINIS FOODS PVT LTD)

Designation: Customer Operation Representative and EDP Assistant

Date :- 21st March 2014 to 06th December 2017

Responsibilities :-

- Working in Order Processing & Billing Department.
- Manage the shop wise daily operations of the Billing Department, including billing for multiple shops.
- Generate report daily basis.
- Responsibility of Customer service calls and handle the queries.
- Making Report for FGS stock.
- Handling the Conveyor system.
- Responsibility of Multi Task operations.

6) RELIANCE

Designation: CIE Customer Interaction Executives

Date: - 17th Jan 2012 to 20th March 2014

Responsibilities:-

- Back Office / Business Co-ordinator.
- Handling Number Management Process.
- Fully Coordination work with Business Team (Sales Team) & Switch Team
- Taking Follow-ups with various Switch Team through Mails & Calls
- Handling Escalation Mails & Parameters
- Publishing Daily reports to Business & Circle team member
- Making Roster for Team

Educational Qualification:

- T.Y.BCOM from C.K.T College New Panvel, Mumbai University
- 12th from Y.B.H School & Junior College Panvel.
- 10th from Barns High School Panvel

Computer Knowledge: - Basic Of Office Automation with 2007 Good Knowledge of DOS and ERP System

Language Known: English, Hindi, Marathi.

Regards

FARHAZ AYUB SHAIKH

Place:

Date: