



**Farhan Faiz Shaikh**

Bachelor of commerce in the subject of Financial Accounting and Auditing.

#### PROFILE.

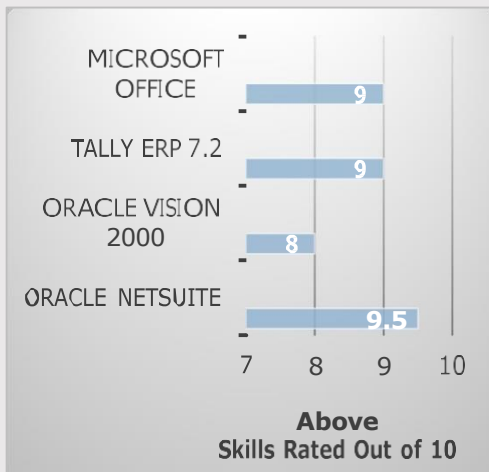
Dynamic logistic coordinator with a drive for tackling goals and achieving success. Bringing forth the ability to lead and collaborate, with a substantial knowledge about supply chains and logistics networks. Committed to optimizing and Coordinating processes, and experienced in troubleshooting and overcoming challenges.

#### CONTACT,

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#### Work experience:

- **BHATIA BROTHERS FZE,**  
The Engineering Group of Bhatia Brothers has a robust presence spanning the Gulf region and serving its customers for over 60 years. Contributing significantly to the oil and gas sector originally, the Engineering Group progressively evolved and matured to meet the ever changing market demands and challenges of the industry. Today, Bhatia Brothers prides itself in providing custom engineered solutions to source, design & develop high quality products to Oil & Gas, Power & Water, and Marine & Construction sectors.  
[Dates From] Present – December 2017 Mumbai.  
Designation: Logistic Coordinator.

- Delivery Notes and Invoices generating in NetSuite, Co-ordinates with sales team, warehouse team and arrange Dispatches.
- Modify in Sale Order like Back order / Location/ Stock inventory check/ 100% GP all are check in Sales order.
- Maintain daily Purchase order, Sales order, Fulfillment, Invoice, Sales return template report are generated division.
- Local GRN creation in NetSuite/ co-ordinates with Finance/ Accounts team, warehouse team, approval Follow-up cross verification with PO# Qty, rates etc.
- Maintain daily record pending sales order or approval pending and some back order or Gross profit in every sales order check with remark and inform to Mumbai and UAE Sales team.
- Monitored shipments to ensure they remained on track to be delivered on time and at the right location.
- Inventory Order planning.

- **Dubai Library Distributors.**  
[Dates From] - Sep 2015 to Oct 2017  
Designation: Inventory Management.

- Preparing Purchase Orders (local items).
- Product master creation using vision 2000.
- Making all types of barcodes.
- Invoicing for branch order.
- Making Stock Consolidation for outlets.
- Entering receive quantity from the Supplier to the system.
- Performing Monthly inventory.
- Entering Cost to Product Maintenance (vision 2000) for new Items.
- Monitoring of stock.
- Preparing orders for branch.
- Performing Monthly inventory.
- Guiding Customers as requirement.

➤ **Skills:**

- ❖ Proficient in MS Office.
- ❖ Organizing.
- ❖ Creativity & Innovations.
- ❖ Analytical thinking.

➤ **Problem-Solving Skills:**

- ❖ Active Listening.
- ❖ Creativity.
- ❖ Decision making.
- ❖ Research.

➤ **Technical Skills:**

- ❖ Data Analysis.
- ❖ Microsoft Word.
- ❖ Tally ERP 7.2
- ❖ Oracle Vision 2000.
- ❖ Microsoft Excel.
- ❖ Oracle NetSuite.
- ❖ Data Mining.
- ❖ Data Cleansing.

➤ **Soft Skills:**

- ❖ Problem Solving.
- ❖ Adaptability.
- ❖ Time management.
- ❖ Organization.
- ❖ Collaboration.

➤ **Languages:**

- ❖ English (Expert).
- ❖ Hindi (Expert).
- ❖ Marathi (Expert).

➤ **Personal Details.**

- ❖ Name: **Farhan Shaikh.**
- ❖ Gender: **Male.**
- ❖ DOB: **12/01/1987.**
- ❖ Nationality: **Indian.**
- ❖ Marital Status: **Married.**
- ❖ Address: **Dr Ambedkar Road., Mehal Singh Compound, Khar West, Mumbai – 400 052.**

➤ **EMS CONSULTING GROUP PVT. LTD. Mumbai, India**  
**Designation: Accountant cum Management**  
**Tenure: Oct 2013 to Aug 2015.**

- Entering Day to day Accounting, transaction, verification and maintenance of accounting transaction. Passing entries of Sale, Purchase, Operating, Admin, Selling and General and capita expenses.
- Independently handling day-to-day activities like vouching, verification, cash book maintenance, bank reconciliation, monthly billing, knowledge of sales and Income Tax etc.
- Handling Monthly employee payroll ensuring proper exemptions and deductions and adherences to TDS deductions from salary payments.

➤ **ALTISOURCE BUSINESS SOLUTION PVT LTD. Mumbai, India.**

**Designation: (Back-Office Operations).**

**Tenure: Dec, 2012 to Sep, 2013.**

- Co-ordinated with vendors in USA for preserving the property and inspecting the property online.
- Handling transition with the utilities providers and overseeing the deactivation of basic utilities upon the transition of the property from Altisource Solutions portfolio
- Undertaking basic research and processing of incoming claim checks and monitor repairs, track inspection results.
- Undertaking of disburse claim funds to the homeowner and/or contractor.

➤ **DATAMATICS GLOBAL SERVICES LTD. Mumbai, India.**

**Tenure: Sep, 2011 to July, 2012**

**Designation: Associate.**

- Undertaking Scrutiny & Research activity for GE (General Electric) Suppliers.
- Following up with suppliers and addressing their queries and providing on call services.
- Undertaking systemic analysis of documentations and uploading the same onto Client Portal (ORACLE based Application).