

ISHTAQE SHAIKH



Curriculum Vitae

Career Objective

"I am seeking a position where I can make a meaningful contribution continuously & grow professionally."

Personal details

Name : Ishtaqe D. Shaikh
Date of Birth : 13 September 1973.
Current Add : 25, Building, near Satwa big mosque, Satwa Dubai UAE.
Home Ad : B/604 Crystal Plaza, Mira Road (East), Maharashtra, INDIA.
E-mail : ishtaqeshaikh@gmail.com
Mobile. : Dubai+ 971 527055724. Mumbai +919702074059.
Nationality : Indian
Marital Status : Married. (Two Daughter)

Education Qualification:

Bachelor in Commerce (Graduation) from Mumbai University (1997)

Technical Skills:

Diploma in Basic Computer Operating (Words/Window 2000/Tally 6.3 /SAP/E-Mails)
Can Work on all Windows Environment.

Work Experience:

- **Working as Store manager in Moon flower ladies tailoring llc Dubai.**

Job Responsibility: Handling all sales, purchase, customers and designer's orders. Looking after Accounts, Visa, ticketing, immigrations, pro, designing, production, Measurements, trials, fittings, alterations etc.
Making salary, billing and reports. **From April 2022. till date.**

- **Worked as Warehouse Supervisor Logistic in Safico General Trading llc.**

Job Responsibility: Preparing all Documents for Shipments (Invoice, PL, COO) Booking Shipment for Export and Import. Following up on Shipment Clearings with Agent and Municipal Inspection of containers and bring them to warehouse and booking returning back containers. Management in 3PL Logistics. Data entry by passing journal entries, recording cash transactions in SAP accounting system daily. Planning for Executing customers sales order, Bank reconciliation and petty cash handing. Stock Inward & Outward according to purchase /sales order daily basis. Manage Inventory and conduct physical verification of stock. Daily preparing Sales & delivery notes and Invoice in SAP system. Follow up with payments.
Daily communicating with shipping department & transporters to bring container to warehouse or customer destination, loading & Offloading containers, trailer, pickup, vans according to sales orders. Making sales returned by-passing debit note. Daily meeting with sales managers, drivers, helpers for smooth functioning of business etc. Looking after private and in house packing unit for Sugar. HACCP, Clean and hygiene Warehouse
From December 2017 to 2022.

- **Worked as Store manager in FJ Collection ladies tailoring llc Dubai.**

Job Responsibility: Handling all sales, purchase, customers and designer's orders. Looking after Accounts, Visa, ticketing, immigrations, designing, production, Measurements, trials, fittings, alterations etc. Making salary, billing and reports. **From April 2015 to December 2017.**

- **Worked as Production in charge in Viva Style Lounge llc Dubai UAE.**

Job Responsibility: Handling all 50 tailor productions unit for Men's suits shirts, trouser and ladies' suits, western dress, Gowns, Indian out fits. Had special unit for Uniforms order, purchase of fabric, trims and accessories, making reports, wages & salary, Quality Control, billings and dispatch's etc. **From January 2013 to March 2015.**

- **Worked as Product Manager in Yeti Retails Andheri Mumbai.**

Job Responsibility: Handling in house brand for Men's & Ladies Tops & Bottoms. Sourcing of new FOB vendors. Costing & Finalization, designing, sampling, quality control, finishing, sourcing of Fabrics & trims. From March 2010 to November 2013.

- **Worked as Senior Merchandiser in the Harry Collection Mumbai.**

Job Responsibility: Handling Private labels of Formal & Casual wear for Men's & ladies orders. Presentation of samples/fabric selection from AW / SS Catalogs or other ready fabrics/Order booking /PO/ Purchase of fabrics (Inhouse & Out sourcing) trims /Sampling /size set/Pre –Production sample/Production sample / measurement/Quality Inspection /Packing & Dispatch / Payments.Private labels buyer: Globus / Provoge / D'Mart / the Loot /Pantaloon / Noah Fashions / Life style/ West Side. From May 2008 to Dec 2010.

- **Worked as Production Development. In The Loot India Pvt Ltd. Mumbai**

Job Responsibility: Handling in house brand (BUS STOP/ECCENTRIC) for Men's & Ladies Tops & Bottoms. Sourcing of new FOB vendors. Costing & Finalization. From November 2007 to April 2008.

- **Worked as Production Executive in Pepe Jeans London (PJL Clothing India Ltd. Worli Mumbai -13)**

Job Responsibility: Purchase of fabric / Making Purchase orders after calculation of order with sorts & markers /Asking for Quotations & Price Negotiation/Daily follow up with pending order/Follow up with Transporter, Issuing of Cutting Ticket to Different Job Worker/Daily Work In Progress Status Record (Cutting, Stitching, laundry, Finishing, packing, Dispatches.) Maintaining Fabric Record balance with job workers/Fabric Reconciliation every month/Making Insurance Statement of fabric in Transit Bills passing of Fabric Suppliers, Job workers, Transporter, Octroi to Accounts for payments/Daily coordinating with merchandiser and Production Manager. Daily Reporting with WIP Status with Managing Directors with Product Manager / New Development Samples with Merchandiser & Managing Directors. **From 2004 to 2007.**

- **Worked as Store in charge in Zodiac Clothing CO.**

Job Responsibility: Inventory Control /Accessories Stock statement with Valuation with all Job Worker & Other Branches/Checking Trims as per Quality & Quantity as per Purchase Order received from suppliers.
From 2002- 2004.

- **Worked as Production in charge in Paramount Apparels Ltd.**

Job Responsibility: Handling all production related activity from Layer cutting to Packing / Daily coordinate with Stores – Production Master – Merchandiser - Managing directors for Pre –Post Production planning/Purchase of Trims/ Making Reports of Fabrics-Embellishment - WIP/ Finishing & Packing. For parx (Raymond's), Tamarind (S. Kumars), Siyarams, Gabbana and Exports. **From 1998 to 2002.**

- **Worked as Building Construction site supervisor in Shaikh Construction Company Pvt Ltd.**

Job Responsibility: Handling individual site/Site assessment/ to interact with contractors, Engineer's & other consultants /to solve all problems on site by suggestion & with the help of higher Authority for complete all work on target time. Checking quality work and material used as per standard grade.

Project: Rahul Accord, Mother Mary school of Rahul builders and Hamrimal Tower for Matoshree builders. From 1993 to 1998.

Place: Dubai, UAE

Date:

Ishtaqe Shaikh