



AMIN HAFIZ SHAIKH  
INTERNATIONAL CITY, 001  
PERSIA BLDG, DUBAI

[amin\\_shaikh2002@yahoo.com](mailto:amin_shaikh2002@yahoo.com)  
[shaikhamin.shaikh925@gmail.com](mailto:shaikhamin.shaikh925@gmail.com)  
CONTACT: 0581024438

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### Post Applied for: - KEY ACCOUNT OFFICER /SALES SUPERVISOR/

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#### Objective:

Seek a better career with an organization that allows me to utilize my experience and provide a challenging future with opportunities to further develop my skills as the organization grows.

#### Summary of Skills:

- Logistics/Inventory/Procurement/Contract Management – International professional course.
  - Inventory/Material management – working/academic experience
  - IT skills in DynMRO (DynCorp Material requisitioning & Ordering), MS Word, MS Excel, MS PowerPoint and MS Access.
  - Excellent communication skills in English (Oral & Written).

#### Profile:

- Proficient in all software application (Microsoft windows/office) and Accounting Packages.
- Knowledge of data entry, and file updating.
- Experienced in various aspects of customer services.
- Proficient in time management, planning schedules and multi-tasking.
- Experienced in purchasing, record management, correspondence and coordination with external sources.
  
- Worked in I.C.G front software system.
  - Greet the entire customer promptly and courteously as they enter the store.
  - Find out the specific needs of each customer that enters the store.
  - Give accurate and current information about the product for all inquiries.
  - Assisting storekeeper day by day receiving item.
  - Keep record of daily sale and assist prepare inventory of stock.
  - Maintain a positive and cheerful attitude and cooperate with team work.
  - Check stock daily to ensure that all products are adequately stocked and available for customer.

- ✓ Develop trust relationships with a portfolio of major clients to ensure they do not turn to competition
  - ✓ Acquire a thorough understanding of key customer needs and requirements
  - ✓ Expand the relationships with existing customers by continuously proposing solutions that meet their objectives
  - ✓ Ensure the correct products and services are delivered to customers in a timely manner
  - ✓ Serve as the link of communication between key customers and internal teams
  - ✓ Resolve any issues and problems faced by customers and deal with complaints to maintain trust
  - ✓ Play an integral part in generating new sales that will turn into long-lasting relationships
  - ✓ Prepare regular reports of progress and forecasts to internal and external stakeholders using key account metrics

1) Company: AL RAAFAE INTERNATIONAL TRADING COMPANY ( FROZEN CHICKEN) (UAE)  
 Designation: KEY ACCOUNT OFFICER  
 Tenure: JULY 2019 TO AUGUST 2022

2) Company: AL RASHED FOOD STUFF (UAE) (AL YUIMI INTERNATIONAL BAKRIES DIC)  
 Designation: KEY ACCOUNT OFFICER  
 Tenure: JANUARY 2014 TO MARCH 2019

3) Company: DYNCORP INTERNATIONAL LLC (AFGHANISTAN WITH US ARMY BASE)  
 Designation: MCS – MATERIAL CONTROL SPECIALIST  
 Tenure: MARCH 2010 TO October 2014

4) Company: ABU DHABI NATIONAL HOTEL (AMIGO SUPER MARKET)  
 Designation: GENERAL CASHIER SUPERVISOR  
 Tenure: MARCH 2007 to FEB 2009

6) Company: COMPASS GROUP (15<sup>TH</sup> ASIAN GAMES QATAR)  
 Designation: HR SUPPORT STAFF  
 Tenure: 2006

#### **Passport Details:**

PASSPORT NO: X 5195547  
 DATE OF ISSUE: 28/01/2023  
 DATE OF EXPIRY: 27/01/2033  
 PLACE OF ISSUE: MUMBAI (Maharashtra)  
 NATIONALITY : INDIAN  
 EDUCATION: B.COM MUMBAI UNIVERSITY.

**AMIN SHAIKH**

**Cover Letter**

AMIN HAFIZ SHAIKH  
INTERNATIONAL CITY  
O-01 / 301 PERSIA BLDG  
(M): 0581024438/9324220561-whatsapp.  
8419968551 calling .

Dear Sir,

I am writing to express my interest in your current opening for an **SALES SUPERVISOR**. After reading the job description I am very confident that the vacancy is a perfect match for my abilities and knowledge. As you can see from my attached CV I have relevant experience in the very same areas that you are looking for.

I believe that I can make a valuable contribution to your organization's future projects and initiatives and because of my success in various multiple environments I am confident I can do the same as a member of your team.

I would welcome an opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those needs. Please feel free to call me on my cell phone: 0581024438 WhatsApp / 8419968551 so we can arrange an interview time that fits your busy schedule.

In the meantime thank you for reviewing my application and I look forward very much to hearing from you.

Sincerely,

Amin Shaikh

138588

*Certificate of*  
**COMPLETION**



is hereby granted to

**Amin Shaikh**

on this day

**December 20, 2010**

to certify that he/she completed to satisfaction

**PMO 9002-01-05 Heat Stress**

  
Anthony B. Whiting

Environmental H&S Manager



138620

*Certificate of*  
**COMPLETION**



is hereby granted to

**Amin Shaikh**

on this day

**December 20, 2010**

to certify that he/she completed to satisfaction

*Congratulations!*

**PMO 9002-02-21 New Hire Safety Orientation**

A handwritten signature in black ink, appearing to read 'Anthony B. Whiting', written over a horizontal line.

Anthony B. Whiting  
Environmental H&S Manager





142850

*Certificate of*  
**COMPLETION**



is hereby granted to

**Amin Shaikh**

on this day

**December 26, 2010**

to certify that he/she completed to satisfaction

**PMO 9002-02-26a ATV License Test**

*Congratulations!*

  
Anthony B. Whiting  
Environmental H&S Manager



Certificate ID 49923329031

### Beneficiary Details

Beneficiary Name	Amin Hafiz Shaikh
Date of Birth (YYYY-MM-DD)	1973-05-13
Gender	Male
Passport Number	L1692765
Vaccination Status (# of doses)	Fully Vaccinated (2 Doses)
Beneficiary Reference ID	21395401985051

### Vaccination Details

Vaccine Name	COVISHIELD	
Vaccine Type	COVID-19 vaccine, non-replicating viral vector	
Manufacturer	Serum Institute of India Pvt. Ltd.	
Dose #	1st	2nd
Date of Dose (YYYY-MM-DD)	2021-07-26	2021-10-22
Dose Batch #	4121MC094	4121MC094



“Together, India will defeat  
COVID-19”

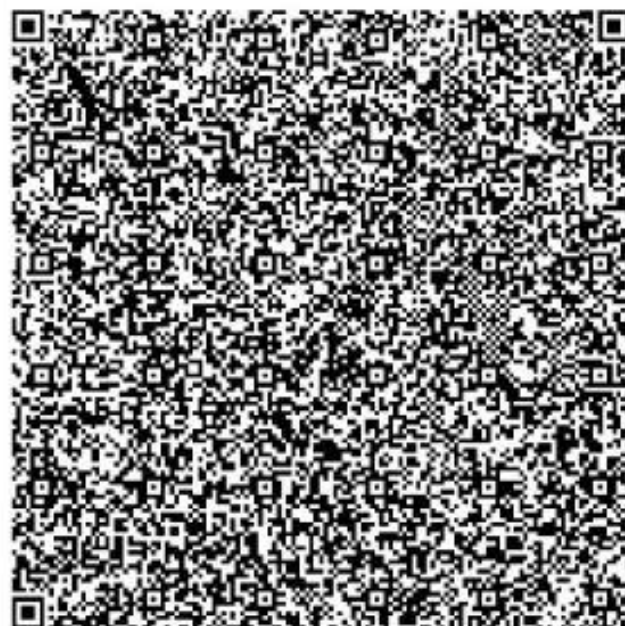
- Prime Minister Narendra Modi

In case of any adverse events, kindly contact the nearest health centre

This certificate is compliant with WHO-DDCC:VS data dictionary

**COWIN**

Winning Over COVID



This certificate can be verified by scanning the QR code at  
<http://verify.cowin.gov.in>



To: Amin Shaikh  
Passport Number: E6469508  
Date: 15 December 2006

On behalf of Compass Group, we are pleased to provide you with this letter as confirmation of your position as HR SUPPORT STAFF at the 15<sup>th</sup> Asian Games Doha 2006.

The Games took place in Doha, Qatar from 1 – 15 December 2006 and featured:

- 39 Sports and 439 events
- 10,000 Athletes from 45 different countries

The Compass Group operation consisted of:

- 1,800 employees from 40 countries
- Catering at the Athletes Village for 10,000 athletes and 7,000 coaches and officials featuring an international food court and Caffè Ritazza outlet
- Catering at the Media Flats and Compounds with a breakfast offering for 10,000 daily plus lunch for 1,000 and dinner for 2,000 plus Caffè Ritazza outlets
- Catering at Sports City (7 sporting venues) – 24 concessions, 22 lounges and workforce feeding
- 2 Central Production Units
- Operations from 1 September to 20 December

We wish you all the best for the future.

Yours sincerely

Peter Nichols  
Executive Director

Kevin Dunkley  
HR Director





Date : 9<sup>th</sup> September 2008



## ABU DHABI NATIONAL HOTELS

### CERTIFICATE OF EMPLOYMENT

This is to certify that

*Amin Shaikh Hafiz Shaikh*

Mr./Ms. \_\_\_\_\_

Was employed with us from 20th August 2007 to 31st August 2008

His / Her last assignment with the organization was in the capacity of Cashier.



General Manager - Admin. & Personnel



## CERTIFICATE OF PARTICIPATION

This Certificate is Awarded to

**AMIN HAFIZ SHAIKH**

for participating in the in-house training on

**CUSTOMER SATISFACTION**

conducted on **8 November 2006** at  
Doha, Qatar



Cert. Control No.  
**00278-DAG**

  
**GAUTAM CHETTRY**  
HSE Training Officer

  
**ALLAN E. REYES MD**  
HSE Manager—Qatar

**great people great service great results**



# Certificate of Achievement

awarded to

**Amin Shaikh**

In recognition of your *great* contribution to  
the Compass Group team at the  
DOHA 2006 Asian Games

دورة الالعاب الاسيويه الخامسة عشر  
الدوحة- قطر

Peter Nichols  
Asian Games Executive Director  
Compass Group

Andy Furlong  
CEO CAMEA  
Compass Group



**great people**  
**great service**  
**great results**



**great people**  
**real opportunities**





# CERTIFICATE OF TRAINING

This is to certify that

**AMIN HAFIZ SHAIKH**

has successfully completed

**HEALTH, SAFETY AND ENVIRONMENTAL QUALITY  
INDUCTION TRAINING PROGRAM**

*on 8 NOVEMBER 2006 at*

**Doha, Qatar**



Cert. Control No.  
**1174-AG**

  
**GAUTAM CHETTRY**  
Training Officer

  
**ALLAN E. REYES MD**  
HSE Manager – Qatar

**great people great service great results**



778C60CB

AMIN SHAIKH

SHAIKH



Issue : 11OCT2010

Expires : 11APR2011

Sex : MALE

Cell Phone: NO

Visitor Status: **UNESCO WORK AREA**

Nominated By: DYNACORP

Occupation: CONTROL CLERK

Tazkara/Passport: E6469508

LNK / BSN

FG: NO

Weapon: NO

PX: YES

DFAC: LNK

**DynCorp**  
INTERNATIONAL



**Amin Shaikh Hafiz  
Shaikh**

Material Control Clerk  
LOCAP IV

UNITED ARAB EMIRATES  
MINISTRY OF LABOUR



الإمارات العربية المتحدة  
وزارة العمل

امين شيخ حافظ حافظ شيخ سكندر شيخ شيخ

Name:

AMIN SHAIKH HAFIZ HAFIZ SHAIKH SIKANDAR SHAIKH SHAI

Expiry Date: تاريخ انتهاء

2016-03-11

Work Permit No:

لبي 55912263

رقم بطاقة العمل

Personal No:

10013057384909

الرقم الشخصي

Profession:

مساعد كهربائي تقديرات

المهنة

Nationality:

الهند

الجنسية

مؤسسة عبد المنعم الرائد للمواد الغذائية

المؤسسة

Establishment:

ABDUL MUNEM RASHED FOODSTUFF ES





MARRIOTT MARQUIS  
CITY CENTER DOHA



NAME

AMIN SHAIKH, HAFIZ SHAIKH

RANK/GRADE

MR/OCN

EXPIRES

2017

SEP 29

APPROVED ACCESS

0000-2400

MON-SUN

Charlie



PASSPORT

\*2765

ESCORT PRIVILEGE

NO PERSON OR VEHICLE ESCORTS \*



CASH





## DRIVING LICENSE

Issuing RTO/DTO : RTO,MUMBAI (WEST,Maharashtra)

License No. : MH02 20033032355  
Validity : 12-05-2023  
Date of Issue : 14-10-2003  
Auth to Drive : MCWG,LMV-TR,



Name : AMIN SHAIKH  
DOB : 13-05-1973  
S/W/D : HAFIZ SHAIKH  
Blood Group : NA

Address : CHIRAG ALI CHAWL R/NO.224, ANDHERI PLOT  
JOGESHWARI-EAST, MUMBAI, 400060



This Driver License certificate is generated by DigiLocker(<https://digilocker.gov.in>) as per data provided by the issuing authority in the National Registry of Ministry of Road Transport and Highways



**مؤسسة عبد المنعم الراشد للمواد الغذائية**  
**ABDUL MUNEM AL RASHED FOODSTUFF EST.**

Jan 07, 2014

Ref: RF/SAL/01/2014

The Manager  
Emirates NBD  
Dubai, U.A.E

Dear Sir,

**Sub: Salary Certificate**

This is to certify that Mr. Amin Shaikh Hafiz Holder of Indian Passport Number L 1692765 is working with our company since 2<sup>nd</sup> Jan 2014 till date as Sales Supervisor Cum Cashier and his average monthly salary is Dhhs 3,500/- (Dhham Three Thousand Five Hundred Only) including all allowances.

This certificate has been issued on his request and without any responsibility or engagement on our part.

Yours Faithfully,

For Abdul Munem Al Rashed Foodstuff Est.

Thank you for your co-operation.

Sr. HR Supervisor







# Certificate of Training

This is to certify that

AMIN HAFIZ SHAIKH

has completed the Fire Warden Training Course

Camp As Sayliyah, Qatar.

Given this 7th day of May 2015 at Doha, State of Qatar.



Danilo Gutierrez

Firefighter - Instructor

*Expires: 6 May 2016*