



FAZAL SHAIKH

FMCG Logistics Coordinator & AR Accounts assistant

PROFESSIONAL SUMMARY

I possess 5 years of experience across two different fields, which has given me a thorough comprehension of business and its significance in various domains. My background includes working with companies of varying sizes - from local to multinational - where I have been instrumental in growing brands in the FMCG and Marketing sectors. As a young professional, I am looking to advance my career and acquire more knowledge. I am meticulous, able to adapt effortlessly in a team or as an individual contributor and seeking new opportunities that will enable me to utilize and improve my skills.

📍 Abu Dhabi , United Arab Emirates

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📷 Fazal.Shaikhh

Nationality

Indian

Passport number

U4350125

Date of Birth

19/06/2000

Place of Birth

India

Country of Residence

United Arab Emirates

VISA STATUS:

EMPLOYED BY AL MAYA GROUP
(ABU DHABI UAE)

SKILLS

- Typing speed 35 wpm
- Multi-Tasking
- Cash Counting
- Advertising on websites.
- Video and Photo Editing
- Inventory management
- Sales coordination
- Data Entry
- Office Operations
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Customer Service
- Social Media Marketing
- Data Mining
- Supervisory Skills
- Task Management
- Time Management
- Invoicing
- Event Planning
- Digital Marketing
- Google Analytics
- Search Engine Optimization (SEO)
- VLOOKUP

EXPERIENCE



AL MAYA GROUP (Food Division)

LOGISTICS COORDINATOR & ACCOUNT ASSISTANT

May 2022 - Present (ABU DHABI , UAE)

DEPARTMENTS

ROLES AND RESPONSIBILITY

E.D.P

- Handle LP orders from Dubai and Abu Dhabi, including processing, tracking and delivery.
- Develop display agreements to outline the terms and conditions for promotions and discounts offered at various outlets.
- Monitor and track expenses incurred by the company for promotional activities to ensure budget is being utilized effectively.
- Report any discrepancies in product barcodes and unit of measurement to customers and request necessary changes to be made.
- Send display agreements to Dubai for approval by the principal to ensure compliance with regulations and guidelines.
- Establish effective communication with sales representatives to ensure promotional support is provided in a timely and efficient manner.
- Monitor stock availability and pricing changes to ensure timely delivery of products to customers.
- Process orders made by sales representatives to ensure timely delivery to customers.
- Collaborate with the team to address any issues that may arise during the delivery process and ensure a smooth and efficient experience for the customer

Accounts

- Expertly managed cash and cheque collection from sales representatives, ensuring timely and accurate settlement.
- Consistently maintained an organized and efficient process for collecting all CDC and PDC cheques received from sales representatives.
- Prepared and submitted Daily Sales Statements to the Dubai head office in a timely and professional manner.

- Accurately entered Rent and Rebate payments received, ensuring proper financial tracking and reporting.
- Carefully reviewed and approved pending orders from sales representatives by checking customer ledgers and credit summaries.
- Proactively communicated with sales representatives to follow up on unpaid invoices and maintain up-to-date Aging reports.
- Compiled and updated aging sheets on a weekly basis to effectively resolve any disputes.
- Assisted in the preparation and presentation of financial reports and statements for management review and decision-making.
- Collaborated with various departments to ensure timely and accurate data entry, reconciling discrepancies as needed.
- Proactively identified and implemented process improvements to increase efficiency and accuracy in cash and cheque collection.

Surge.

Brandsurge Media Communicare Pvt.Ltd

DATA ENTRY OPERATOR AND ADVERTISER

Dec 2019 - Aug 2021 (1 year 9 months) (MUMBAI ,INDIA)

- Managing social media and chats with the members.
- Join members by social media or calling.
- Data entry for members and documents verification.
- Prepare and modify documents of projects and maintain them.
- Mailing to the clients for appointment and other related works.
- Handling the social media account of the company and making posts regarding company work and other things.
- Maintain a daily task list in google sheets.
- Dalling clients and taking approvals for online webinars .
- Data entry on excel of members and mailing to the id print department.
- Making bills and expense records on excel.
- Entering daily updates on google sheets.
- Visiting in schools or any other fields for permission of arranging the webinars.
- Receiving calls to solve any member queries

Projects

- Abbott pediasure (Telephonic promotion)
- MSS (NGO promotion) (Video Editing)
- BYJUS (BDA research for new syllabus)
- MMRDA (ward councilor data research and allotment)



Human Rights Council Of India

ADMINISTRATIVE ASSISTANT

Jun 2018 - Jan 2019 (8 months) (MUMBAI,INDIA)

- Cold calling to the member of the organization for renewal of membership
- Registration of new members and do the whole joining process
- Staff support and courier of documents.
- Doing accounting of Office material.
- Facebook marketing
- Video editing and photoshop

Projects

- Video editing (youtube channel)
- Facebook ads campaigning
- Page management
- Members management and new joining proposal

EDUCATION

SUBJECTS

SCHOOL



R.C PATEL SCHOOL
PASSED - 2016

- ENGLISH
- HISTORY
- GEOGRAPHY
- MATHS

HIGH SCHOOL



ISMAIL YUSUF COLLEGE
2016 - 2018

- COMMUNICATION SKILLS
- ENGLISH
- HISTORY
- PHILOSOPHY
- PSYCHOLOGY

COLLEGE/UNIVERSITY



MUMBAI UNIVERSITY
2018 - 2021
BACHOLER IN ARTS

- MEDIA AND POLITICS
- ELECTORAL PROCESS
- ADMINISTRATIVE FUNCTION
- INTERNATIONAL RELATIONS
- INTERNATIONAL ORGANISATIONS
- WORLD HISTORY
- INDIA IN WORLD POLITICS



SEO (SEARCH ENGINE OPTIMIZATION)



DIGITAL MARKETING FOUNDATION

CERTIFICATES



GOOGLE ANALYTICS GS4



MARKETING ON INSTAGRAM



SELLING PRODUCTS ON AMAZON

