

NAYAB SHAIKH

📞 9529425205 | ✉️ snayab112@gmail.com

🏠 1945, Mohsina Apartment, Kalyan Road, Bhiwandi – 421302

🎯 OBJECTIVE

Motivated and responsible Business Management postgraduate seeking to contribute my operational and managerial skills in a professional work environment. Eager to leverage my experience in logistics and operations to support business goals and optimize workflow efficiency.

🎓 EDUCATION

M.Com (Business Management)

B. K. Birla College, Kalyan

2022 – 2024

B.Com

Swayam Siddhi Mitrasangh's Degree College, Bhiwandi

Final CGPI: 7.09

HSC – Scholars English High School & Jr. College

Year: 2018-19 | Maharashtra Board

SSC – Dr. Om Prakash Agarwal English High School

Year: 2016-17 | Maharashtra Board

📁 EXPERIENCE

Swiggy-(FC 22) (L&D) (Learning & Development Department)

Sep2025-Nov2025

- Gives Training in Operation Department to Employees.
- Providing Proper Follow ups of employees to my department.
- Keeps Tracking the Performance of Employees for better outcome.
- Focus on improving Employees skills, knowledge, and performance through out

Structured activities like training, coaching etc.

- Ultimately boosting individual effectiveness, engagement, and overall performance of employees.

Ecom Express – Operation Delivery Center Head

Sep 2024- Aug 2025

- Improved operational efficiency by managing pendency, ensuring timely collection of RVP, and resolving process bottlenecks.
- Conducted regular staff performance assessments and ensured adherence to operational protocols through training and corrective action.
- Maintained infrastructure and administrative assets in excellent condition for seamless operations.
- Reviewed manpower needs regularly to meet daily productivity norms and arranged ad hoc vehicle hiring as needed.
- Implemented a robust system for performance monitoring and utilized audit feedback for continuous improvement.
- Built coordination with regional teams, delivery associates, and logistics partners for optimized last-mile delivery.
- Used analytical tools to track KPIs and presented weekly reports to the management.



TECHNICAL SKILLS

- Advanced Excel
- Tally + GST
- MS Office (Word, Excel, PowerPoint)
- Email Drafting & Follow-ups
- Basic knowledge of operational dashboards and team performance metrics



LANGUAGES

- English
- Hindi