

ARSHIYA SHAIKH

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SUMMARY

Results-driven Business Operations and Inventory Manager with 2+ years of experience optimizing operations, inventory management, and sales performance. Adept at streamlining processes, managing stock levels, and leading high-performing teams to achieve operational efficiency and revenue growth. Proven ability to implement inventory control systems, coordinate supplier relationships, and enhance the customer experience while maintaining cost-effectiveness and profitability.

EDUCATION QUALIFICATIONS

- University Of Hull – London 2024-2025
MSc In Business Management
- University of Mumbai 2020-2023
Bachelors of Engineering in Electronics and Telecommunication

WORK EXPERIENCE

Business Operations and Inventory Manager | MKP Ltd, London Nov 2024 – Present

- Oversee daily operations and manage inventory to ensure optimal stock levels, timely replenishment, and minimal shrinkage.
- Lead and motivate front-of-house teams to drive sales, upselling, and deliver exceptional customer service.
- Coordinate with suppliers and vendors for timely deliveries, cost-effective procurement, and streamlined operational processes.

Logistics & Sales Manager | Kitchen Décor Interio, India Mar 2023 – Apr 2024

- Managed B2B and B2C sales activities, securing new client accounts and increasing repeat business through relationship building and tailored service.
- Coordinated product logistics and delivery schedules to ensure timely order fulfillment, enhancing customer satisfaction and repeat sales.
- Implemented sales strategies that improved revenue flow while streamlining operational costs.

Business Analyst Intern | MTNL, India Jun 2019 – Aug 2019

- Gained insights into the inner workings of different mobile devices.
- Acquired knowledge about mechanisms and various aspects of telecommunications.
- Broadened understanding of the telecommunications industry.

Operations Executive Intern | All India Radio, India Jun 2017 – Aug 2017

- Received training on wireless networks.
- Covered intricacies of frequency channels and networking principles.
- Enhanced knowledge in the domain of wireless communications.

TECHNICAL SKILLS & CERTIFICATIONS

Sales Strategy | Retail Operations | Customer Relationship Management (CRM) | Upselling & Cross-Selling | Marketing | AutoCAD | Cisco Networking | Python | R Programming | Internet of Things | Data Visualization | Quality Control | Leadership | Time Management | Communication | NSO | Autodesk | GPS Tracking Systems