

## SALIK SHAIKH

salikshaikh020@gmail.com

Mobile: +91-8376833616

---

A dynamic professional with 2.8 years of good experience in the areas of planning, organising, Co-ordination, Team Development & management, Vendor Management, PR and Client Servicing.

Work in hold:

## First opportunity:

### Professional Summary

Dedicated Business Development Executive who has networked with some of the most significant corporate executives in the United States. Adept at developing effective marketing material networking with business decision makers and turning business prospects into buying customers. Specializes in military contracting and large scale construction contracting.

### Core Qualifications

- Has four articles on business published in major business magazines
- Has given the keynote address to several large business conventions
- Personally responsible for an average growth in business of 34 percent
- Able to work effectively as an independent or part of a team
- Dedicated to meeting all company production goals and deadlines
- Excellent computer and mobile technology skills

### Experience

**Business Development Executive, Exito Hr solutions Pvt.Ltd**

- Responsible for increasing net profits by 14 percent over the course of six years.
- Need Analysis, prospecting, negotiation, closing on commercials and deals
- Maintained a strong network of business contacts that grew significantly with each trade show.
- Negotiated two of the largest sales agreements that the company had ever won.
- Responsible for choosing the staff for each trade show booth and monitoring all activity at each booth.
- Introduced the sales department to four of the largest ongoing sales agreements the company has ever seen.
- Responsible for creating a network of professional contacts that consistently resulted in solid referrals.
- Responsible for developing a strong professional network and utilizing that network to bring in new business referrals on a regular.
- Building and managing strong relationships with customers.
- Generate final agreements for execution.
- Making enhanced **outbound calls (60-80 calls)** on leads provided by the company
- Cold calls and other activities for lead generation
- Analyzing customer's requirements and providing them solutions as per their needs

## Second opportunity:

### Organising Committee 1<sup>st</sup> BRICS Football Tournament .

Designation : Venue Deputy Logistics Manager & Administrative Executive

Functional Area :- Coordination, Logistics & Office Administrative

Work Experience :- 3.5 Months (Contractual) – 2016

Job Profile:

- Planning the Logistical support and support for the various events to be held pre and during games
- Over all Stock handling at the venue
- In charge of store operation
- Keeping track of issuing of all Technology Equipments Laptops, Desktops, Printers and Cartridges
- Personal file Management employee records management and did work on daily updation of Workforce MIS
- Taking care of refreshment needs during meetings , Pre- bids , Bid Opening and CEO official work
- Taking care of records related to taxis providers by Admin FA to various FAs for official work
- Worked with Functional Areas to scope their freight and manpower requirements
- Handled Petty cash to fulfill all the supporting items at the games secretariat and to the venue
- Coordination between teams and Delegate's
- Liaising with service provider to check their preparedness at the stadium
- Organize transport for staff / visitors and arrange hotel and ticket reservation .
- Coordination with service providers for Internet services, Computer accessories and Landline telephone at the games secretariat.
- Giving Offer Letter to the Workforce and making employee files and taking all the Destimonial from the employee.
- Encharge of office shifting from Goa Secretariat to Delhi Secretariat .
- Encharge of uniform and blezzer of Workforce and Volunteers .
- Making petty cash records on MIS .
- Encharge of store operation .
- Handled Manpower for various Events/promotional/marketing activities.
- Handled Event Logistics and Event Production work.

## Third opportunity

### Organising Committee 12<sup>th</sup> South Asian Games.

Designation: Venue Logistics Manager & Administrative Executive

Functional Area: -Logistics& office Administration

Work Experience: -6 Months (Contractual)-2015-16.

Job Profile:

- Proficient in managing operations, building relationship with clients & achieving desired goals.
- Competent in implementing effective solutions to the customer needs depending on the external environment.
- Venue Logistics Manager at Moullana Mohammad Tayabullah Hockey Stadium, Guwahati.
- Worked with Functional Areas to scope their freight and manpower requirements.
- Handle packaging, stuffing, and transportation of cargo on behalf of customers.
- Lionising with service providers like surveyors, packers, warehouse operators for best possible services.
- Identifying and Setting up to domestic warehouse at Hockey Stadium.
- Planning the Logistical and support for the various events to be held before and during games.
- Handled the overall Logistics Warehouse.
- On completion of games scheduling for retrieval of assets from various venues with optimum available resources.
- Regularly carried out stock taking and physical Audit of the material at Reverse Logistics Warehouse.
- Core member of Asset Disposal Committee, Lionising with various Government agencies in this regard.
- Overall Stock Handling at the Venue.
- Overall in charge of Purchasing and receiving and issuing of goods.
- Handled Overall Office Administration and fillies management.
- In charge of Store operations.

## Fourth opportunity

Organization: **Professional Management Group**

Designation: Marketing Executive

Work Experience: 1 year-2014-15.

Company Profile: PMG is owned by legendary Indian cricketer Sunil Gavaskar and media man Sam Balsara. It is first ever sports marketing company in India, and pioneers in the industry, in various avenues be it athlete management, sponsorships, awards and ratings, media or sporting properties.

Managing Indian sports celebs Abhinav Bindra,Virender Sehwag, Varun Aaron etc

CEAT / Castrol Cricket Awards.

IPL, F1, Golf, Football for brands including Volkswagen, Yes Bank, Shell, Godrej Properties, Standard Chartered, Shapoorji Pallonji, USL (McDowell No.1, Royal Challenge, White Mischief, Signature)

Responsibilities: I was reporting to Mr. Suhail Hanfi (Head – Delhi Branch) and assisted him in all projects carried out in Delhi, namely:

- Indian Premier League (IPL 2015): Stadium operations, servicing Royal Challenge, McDowell No 1 & CEAT Tyres. On ground branding, stadium stall operations, tickets etc.
- Standard Chartered Liverpool FC: On behalf of Standard Chartered Bank, in association with Liverpool FC, PMG organised an internal corporate football tournament across India (Delhi, Mumbai, Kolkata, Bangalore). The winning team (Mumbai) played against Sri Lanka in Asian finals in Mumbai. Assisted in on ground operations, vendor management, hospitality, and execution of event.
- Shapoorji Pallonji Olympics: For the employees of Shapoorji Pallonji and their associate companies, we organised a Corporate Olympics in Delhi, Bangalore, Kolkata & Mumbai across 8 sports, namely, Football, Volleyball, Athletics, Badminton, Table Tennis, Swimming, Chess & Carom. Assisted in on ground operations, vendor management, hospitality, and execution of event.
- Godrej Properties Golf Challenge 2014: On behalf of Godrej properties, PMG organises Golf challenge every year (5 years in running). The same was organised at Qutab Golf Course (Delhi), Classic Golf Course (Gurgaon) & Noida Golf Course (Noida). Assisted in event operations and vendor management.

## Fifth opportunity

Organisation: **Staynholiday.com**

Designation : Business Associate , Telle Caller

Work Experience : 3 Months

Academic Qualification:-

*10th Pass from C.B.S.E Board in year 2012 with 1<sup>st</sup> DIV*

*12th Pass from C.B.S.E Board in year 2014.with 1<sup>st</sup> DIV*

*Pursuing Graduation (B.A.) from Jamia Millia Islamia.*

**Computer Proficiency:-**

Well versed with Ms-Office, sound understanding of internet tools

Good Typing Speed

**Hobbies/interests-**

Playing Football, cricket

Listening Music

Travelling

**Key Skills:-**

Leadership skills

Logical and analytical skills

Ability to grasp and learn new things quickly

Organized with the ability to manage multiple tasks to meet the deadlines.

**Personal Details:-**

Address : 26-B Shama Appt Lane No-1 Johri Farm, Jamia Nagar New Delhi -110025

Date of Birth : 15<sup>th</sup> August 1995

Nationality : Indian

Marital Status : Unmarried

**Declaration:-**

*I hereby declare that the information furnished above is true and complete to the best of my knowledge.*

**SALIK SHAIKH**