

FARHEEN SHAIKH

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EXPERIENCE

October 2024 – January 2025

Operations Executive – Logistics | Sasa Fast Logistics

- Coordinate and track shipments to ensure timely delivery and efficient logistics operations.
- Manage and create documentation, including invoices, customs paperwork, and bills of lading.
- Collaborate with carriers, suppliers, and customers to resolve delivery issues.
- Ensure compliance with shipping regulations and company policies.
- Maintaining job work sheet in Excel.

July 2024 - September 2024

Real Estate Agent I Next Foot Step

Real estate agent specializing in primary market sales, adept at working with top developers to guide clients through property transactions and secure premium investments.

July 2023 - August 2023

Marketing Trainee I Faa Global Pvt Ltd

Working as a marketing trainee where I used to train the company's employees.

October 2022 - June 2023

Content Moderator I Sitel India

Moderating the content on the website to make sure it meets the company's standards and community guidelines and eliminate anything that is illegal and harmful to others.

Oct 2022 - December 2022

Marketing Executive I Faa Global Pvt Ltd

Handling inbound marketing addressing the existing customers about the new policies and products.

EDUCATION

2023 Amity University, Dubai

MBA in Logistics and Supply Chain Management (In progress, expected in 2025)

2019-2022 Bunts Sangha College, India

BMS (Bachelors in Business Management Studies)

SKILLS

MS Office (Word, Excel, PowerPoint)

SEO, SMM, Google Ads

LANGUAGES

English, Hindi, Marathi