



## DANISH SHAIKH

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### ❖ SKILLS:

- Business Analyst.
- Warehousing & Logistics.
- Inventory Management.
- Project Management.
- Excellent communication.

### ❖ Proficient in Tools & Softwares :

- Power BI
- Advance knowledge of Excel.
- Microsoft Office XP applications
- (Word, Excel, Outlook, and PowerPoint).

### ❖ CERTIFICATES IN :

- Digital Marketing.
- MS Excel.
- Python.
- Power BI.

### ❖ EDUCATION:

- Masters in Business Administration (MBA) **(Grade A in the year 2019-2020)**
- Bachelor of Engineering (Electrical) **(Grade A in the year 2017- 2018)**
- Diploma in Engineering **(73% in the year 2014-2015)**
- SSC **(53% in the year 2011-2012)**

### ❖ LANGUAGES KNOWN :

- English
- Hindi
- Marathi

### ● OBJECTIVE :

Diligent professional with **4 years +** of experience in Business Analyst, Ecommerce & Retail Specialist, Logistics & Warehouse Specialist, Data Analyst. Seeking an excellent position in the UAE to leverage my expertise and contribute to a growth-oriented organization.

### ● PERSONAL DETAILS :

- Visa Status: Employment Visa
- Nationality: Indian
- Date Of Birth: 19<sup>th</sup> July 1996

### ● WORK EXPERIENCE:

#### ● Currently Working in Innovations Group LLC as a Sales & Operation Officer (DUBAI – UAE)

##### July 2024 – Till Date

- Verifying & Updating customer documents for cards application and ensure complete submission of documents.
- Provide after- sales-service to card members in matters relating to the cards as and when necessary adensure timely.
- Response to customer request or Complaints.
- Conduct product presentations and explain the features, benefits and terms of credit card offerings.
- Creating of lead for acquiring more customers.
- Cold Calling.

#### ● Worked In Lumina Datamatics as a Team Leader (Operation)

##### April 2022 – June 2024

- Research and analysis about products and different categories for **eBay, Amazon , Walmart, Temu,Old Navy, Lacoste** and many other Marketplace and Brand.
- Collects and analyses data from multiple sources to identify trends and patterns.
- Develops reports and dashboards to visualize data.
- Maintaining tracking worksheets , word documents of every process.
- Conducting process training for New team members.
- Providing Quality feedbacks to entire team.
- Allocation of work, and monitoring the work assigned to team members.
- Conducts in-depth analysis of customer behavior, product performance, and market trends.
- Attending Client call, Interacting with Client for smooth process.
- Delivering the task before the Delivery expected Date or Time.
- For Brand Identification using Google keyword planner , Google Trend Analysis and Google SearchEngine.

➤ **Worked In Vijay Sales India Pvt Ltd as a Team Leader (Logistics & Warehousing)**

**Feb 2021 - Feb 2022**

- Good relationship with the Vendors and customers.
- Research and Competitor Analysis for smooth Sales.
- Managing Product, Inventory & Warehouse.
- Liaise with suppliers, carriers, and warehouses to ensure timely and cost-effective delivery of goods.
- Coordinate transportation and delivery schedules to meet customer demands.
- Identify opportunities for optimizing logistics processes and reducing costs while maintaining quality standards.
- Preparing data with the help of Excel and Power BI to present it to management.
- Conduct regular inventory audits and reconcile discrepancies to ensure inventory accuracy.
- Prepare transportation documents, invoices, and other relevant paperwork accurately and in a timely manner.
- Maintain accurate inventory records and monitor stock levels to avoid shortages and overstock situations.

➤ **Worked In VIVO Electronics as a Brand Executive (Logistics)**

**Jan 2020 – Feb 2021**

- Day to Day report of dispatch material data and report it to the Manager.
- Team Management and making new upgrade plans to switch Operations properly.
- Managing the Inventory Cross dock with floor maintenance.
- Strategic Communication with Team & and CDS as well as Transporter (vendors).
- Billing and Invoicing to clients and getting feedback for the work done.
- Dispatch the Order before its EDD (Expected Delivery Date).
- Solving Customer Queries or issues for smooth service.
- Training and mentoring new employee with all the task.
- Clearing Dead Stock Or Absolute Stock.
- Supervising with the Branding Team for promotions.

❖ **INTERNSHIPS:**

➤ **Stackbee Infotech**

**May 2019 – June 2019**

- Efficiently schedule demos via phone calls, email, LinkedIn and other social mediums and providedemos online.
- Nurture new marketing leads by educating and developing prospects until they are ready to speak.
- Keep updated with market research industry and product information to generate leads.
- Sales and Revenue Generation.
- Performance Monitoring and Analysis.

➤ **Toppr India Pvt Ltd**

**July 2019 – Sept 2019**

- Use a personalized and need-based selling approach to consult and convert prospective customers into paid customers for Toppr premium.
- Understand the core learning needs of students through conversations with parents and align program offerings accordingly via phone, email, and text.
- Address customer objections in a consultative manner to successfully close sales Role and responsibilities.
- Identify the student require and fulfill the Requirement.