



FARHEEN SHAIKH

📍 Sharjah, UAE, United Arab Emirates

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✉️ farheenwashaikh@gmail.com

LANGUAGES

- ENGLISH
- HINDI
- MARATHI

ABOUT ME

Versatile and dynamic professional with a strong ability to adapt to diverse roles and industries. Highly motivated with excellent problem-solving skills and a keen attention to detail. Adept at managing multiple responsibilities while ensuring efficiency and accuracy. Passionate about continuous learning and professional growth, always eager to take on new challenges and expand expertise. Recognized for dedication, strong work ethic, and commitment to excellence.

LINK

LinkedIn Profile:
<https://www.linkedin.com/in/farheenwashaikh/>

WORK EXPERIENCE

SASA FAST LOGISTICS Oct 2024 - Jan 2025	Operations Executive - Logistics <ul style="list-style-type: none">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.
NEXT FOOT STEP Jul 2024 - Sep 2024	Real Estate Agent <ul style="list-style-type: none">Real estate agent specializing in primary market sales, adept at working with top developers to guide clients through property transactions and secure premium investments.
FAA GLOBAL PVT LTD Jul 2023 - Aug 2023	Marketing Trainee <ul style="list-style-type: none">Working as a marketing trainee where I used to train the company's employees.
SITEL INDIA Oct 2022 - Jun 2023	Content Moderator <ul style="list-style-type: none">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.
FAA GLOBAL PVT LTD Oct 2022 - Dec 2022	Marketing Executive <ul style="list-style-type: none">Handling inbound marketing addressing the existing customers about the new policies and products.

EDUCATION

AMITY UNIVERSITY, DUBAI 2025	MBA in Logistics and Supply Chain Management
BUNTS SANGHA COLLEGE, INDIA 2022	BMS (Bachelors in Business Management Studies)

CERTIFICATIONS

MS OFFICE (WORD, EXCEL, POWERPOINT)	SEO, SMM, GOOGLE ADS
DIGITAL MARKETING	IMPORT AND EXPORT

EXTRA-CURRICULAR ACTIVITIES

Dubai	Freelancing Wrote a proffesional blog on Fitness in Dubai for Yalla Sports
Mumabi	Sports Represented the university in intercollegiate Tug of War competitions.