



# 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

- 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

### FAA GLOBAL PVT LTD

Jul 2023 - Aug 2023

### SITEL INDIA

Oct 2022 - Jun 2023

### FAA GLOBAL PVT LTD

Oct 2022 - Dec 2022

#### Real Estate Agent

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

#### Marketing Trainee

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

#### Content Moderator

- 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.

#### Marketing Executive

- 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 professional blog on Fitness in Dubai for Yalla Sports

Mumabi

#### Sports

Represented the university in intercollegiate Tug of War competitions.