

# FARHEEN SHAIKH

Sharjah, UAE | +971 589147747 | farheenwashaikh@gmail.com |

## 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 | 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 | Faa Global Pvt Ltd**

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

October 2022 - June 2023

### **Content Moderator | 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 | 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