

SHAKIF SHAIKH

STORE SUPERVISOR/PROPERTY CORDINATOR

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CPR: 961141514

SKILLS

TIME MANAGEMENT
CUSTOMER SERVICE
KNOWLEDGE OF MICROSOFT
OFFICE ADMINISTRATION
MULTI-TASKING ABILITY
STRONG OBSERVATIONAL SKILL

ABOUT ME

PERFORMANCE-ORIENTED AND CONFIDENT WITH BACHELORS IN HOSPITALITY SCIENCE AND FIVE YEARS OF EXPERIENCE IN DIFFERENT FIELDS OF WORK FROM INSURANCE COMPANIES, RECRUITMENT CONSULTANCIES, HOTELS AND RESORTS, REAL ESTATE, WAREHOUSING. ABILITY TO USE STRONG COMMUNICATION AND COLLABORATION SKILLS TO HELP TEAMS FIND THE POTENTIAL

EDUCATION

B.sc (HS) (Bachelor in Hospitality Science) (2018)

Mangalore University-Mangalore, India

Higher Secondary – Commerce (2015)

Goa Board, Goa, India

SSC (2012)

Goa Board, Goa, India

DCA (Diploma in Computer applications) (2013)

Comtech computer academy, Goa, India

TRAINING

INDUSTRIAL TRAINING IN HYATT PUNE

(30th November 2017 - 31st March 2018)

- TRAINED IN ALL MAJOR HOSPITALITY FIELDS (FRONT OFFICE, HOUSEKEEPING, FOOD & BEVERAGE, HUMAN RESOURCE)
- TRAINED IN MANAGING EVENTS AND BANQUET SETTINGS.

WORK EXPERIENCE

Store Supervisor / Property Cordinator at ADEL HASSAN HAIDER DARWISH W.L.L. (CURRENTLY WORKING)

- Issuance of invoices & receipts to tenants.
- Dealing with contractors for property repairs and maintenance.
- Point of contact for tenants concerns.
- Preparing bank deposit slips.
- Checking out store for left inventories and managing the supply orders and change in receipts of sales.
- Preparing the invoices as required and assigning the team with proper guidance.
- Having the note of market displays.

Branch Officer at My Branch Services Pvt. Ltd (08th June 2020 - 16th June 2022)

- Assess local market conditions and identify current and prospective sales opportunities.
- Direct all operational aspects including distribution operations, customer service, human resources, administration and sales.
- Manage budget and allocate funds appropriately.
- Bring out the best of branch's personnel by providing training, coaching, development and motivation.
- Address customer and employee satisfaction issues promptly.
- Network to improve the presence and reputation of the branch and company.

Front office Associate at Sol de Goa (March 2020 –May 2020)

- Responsible to greet the guest and make them feel comfortable.
- Responsible with the check in and checkout process using EZEE software.
- Checking out with the needs of the guest and providing them with so.

CUSTOMER SERVICE IN CITADEL HOTEL (1st July 2018 - 31st December 2018)

- Greeting guests upon arrival and making them feel welcomed.
- Administering check-ins and check-outs.
- Providing front desk services to guests.
- Assigning rooms and taking care of administrative duties.
- Delivering mail and messages.
- Processing guest payments.

Life Advisor in (Bharti AXA LIFE INSURANCE/ Max Life Insurance/ Kotak life insurance) (PART TIME)

- Responsible for suggesting the insurance plans to the customers by determining their particular need and financial situations.
- Responsible for developing long term relationship with existing and seeks out new clients.
- Describe the features, advantages of the insurance policies to promote the sales of insurance plans.
- Responsible for providing services to the clients according to insurance policies.
- Responsibe to recruit a team of in insurance agents and train them for Kotak life insurance agents.