

**Nationality**

Indian

**Date of Birth**

03/11/1993

**Languages**

Hindi/Urdu (*Native language*)

English (*Fluent*)

Arabic (*Beginner*)

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# MUSHEER SHAIKH

Business Administration

**PROFILE**

A self-motivated individual looking forward to build a fulfilling career by gaining experience in different creative fields among well-organized companies.

**EDUCATION**

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**Sikkim Manipal University**

Bachelors in Business Administration

2014-2017

**The New Indian School, Bahrain**

Commerce with major in IT

2006-2014

**WORK EXPERIENCE**

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**HR/ERP Executive**

**2018-Present**

**Crown electro-mechanical services W.L.L**

- Dealing with local as well as overseas recruitment agencies for the recruitment of the candidates.
- Responsible for onboarding of employees, documents verification and induction.
- Preparing and sending offer letters to selected candidates and regret letters to non-selected candidates.
- Preparing of Increments, joining reports & agreements.
- Processing of the leave management.
- Employee files updating.
- Attendance reports.
- New Joiners Medical.
- Recruitment Process.
- Handling grievances of employees.
- Maintaining leave applications of employees.

**Sales and Marketing Executive    June 2015-April 2017**

**Red Scarf event management company, Bahrain**

**- Bahrain City Center**

Roll out of Park Assist technology

Promoting the technology to early adopters

- **Coca-Cola**

- Brand enforcement and promotions campaign
- Special offers placement
- Price winners award management

- **Bahrain International Circuit**

- Sales of official F1 merchandise
- Daily sales accounting

**Assistant Engineer**

**Aug 1<sup>st</sup> 2015-Aug 31<sup>st</sup> 2015**

**Batelco Bahrain**

- Testing of Batelco 3G/4G mobile network with RF toolset
- Mobile data throughput test
- Call drop testing scenarios
- Reporting daily test logs to FTP

**Sales Executive**

**July 1<sup>st</sup> 2016 – July 31<sup>st</sup> 2016**

**ICICI Bank, Bahrain**

- Promoting money abroad transfer service
- Signing up and training new users

**SKILLS**

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- Good listener & ready recognize concerns so can offer suggestions & guidance
- Builds trust readily & win confidence; some may turn for help & advice.
- Good communicator & enjoys making presentations.
- Practical; prefers to learn from doing than reading.
- Leadership and excellent convincing qualities
- Excellent presenter

**ACHIEVEMENTS**

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- Served as the sports Captain at school (2012).
- Brown Belt certification in Karate.
- Successfully passed in the UN General Knowledge test held at the school level.
- Expert in Microsoft Office Suite (Word, Excel, PowerPoint).
- Certified in CPR, AED and First Aid.

**INTERESTS**

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- Attending intellectual seminars
- Dealing with real estate property as assistant agent.
- Fitness, Football and Swimming

**DECLARATION**

I hereby declare the above furnished information is true to the best of my knowledge and belief.