



WAZIFA SHAIKH

PROFESSIONAL EXPERIENCE

Dedicated and accomplished professional with a diverse background in management, administrative support, and human resources. Proven ability to lead and motivate teams, streamline operations, and deliver exceptional results. Adept at handling multiple tasks and responsibilities, with a strong focus on customer service and process optimization. Seeking to leverage my experience in Management, Administrative Assistance, HR, and Procurement/ maintenance to contribute to the success of a dynamic organization

WORK EXPERIENCE

Admin/coordinator | Hertz Al Futtaim

June 2023 - Present

- Manage client relationships, contract finances and information.
- Raise local purchase orders for all sublets and bought out items in the service centre and process for payments.
- Generates appropriate company records such as invoices, purchase orders, local purchase orders, and other financial documents.
- Coordinate with maintenance teams to schedule and oversee equipment maintenance, repairs, and replacements.
- CSV Upload / Invoice Verifications
- Ensure timely closing of orders by obtaining relevant approvals. Assist with other administrative support service
- Ensure proper filing of the service records
- Ensure timely closing of orders by obtaining relevant approvals.
- Manage client relationships, contract finances and information

Cluster Manager | Ochre and Black Pvt Ltd

November 2021 - May 2023

- Oversaw multiple retail stores within the designated cluster, ensuring consistent adherence to company standards and policies.
- Developed and executed sales strategies to drive revenue growth and achieve sales targets.
- Provided guidance and support to store managers, fostering a positive and productive work environment.
- Analyzed sales and performance data to identify trends and implement strategies for improving store performance
- Conducted regular meetings with store teams to communicate targets, performance expectations, and company updates.

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🏠 Al nahda - Dubai

SKILLS

- SAP/POWERBI/ERP/Oracle
- Lease pro/Car pro/Accipiens
- Excel/PowerPoint / MS office
- Outlook/GMAIL
- Retail Management
- Administrative Support
- Human Resources
- Sales and Marketing
- Customer Service
- Team Leadership
- Communication
- Problem Solving

LANGUAGES

- English
- French
- Hindi
- Urdu
- Marathi
- Konkani

EDUCATION

- **BBA - ROSARY COLLEGE / GOA**
March 2011 – March 2016
- **CBSE BOARD -THE KINGS SCHOOL**
March 2011

HOBBIES

- Reading
- travelling
- music

DECLARATION

- THE INFORMATION FURNISHED
ABOVE IS TRUE TO THE BEST OF MY
KNOWLEDGE AND BELIEF.

HR Administrative Assistant | Sun and Sands Sports (GMG) **August 2020 – October 2021**

- Managed front desk operations, including greeting visitors, answering inquiries, and directing calls to the appropriate personnel.
- Assisted the HR team in various administrative tasks, including employee onboarding, record-keeping, and HR documentation.
- Coordinated recruitment processes, scheduled interviews, and facilitated the hiring of new employees.
- Handled employee inquiries and resolved HR-related issues in a timely and professional manner.
- Managed filing systems and ensured proper organization and storage of documents and records.
- Provided general administrative support to different departments, offering assistance as required.
- Preparing required reports and data analysis .

Administrative Assistant | Kanz Jewellers **February 2020 – August 2020**

- Provided administrative support to the management team, including scheduling appointments, managing emails, and handling phone calls.
- Assisted with inventory management and order processing, ensuring smooth operations of the jewelry store.
- Interacted with customers, addressed inquiries, and provided excellent customer service.
- Managed office supplies, maintained filing systems, and organized office documentation.

Store Manager | United Colors of Benetton **January 2017 – January 2019**

- Led and supervised the daily operations of the United Colors of Benetton retail store.
- Managed a team of sales associates, conducted performance evaluations, and provided training to enhance productivity.
- Implemented visual merchandising strategies to create appealing displays and maximize sales opportunities.
- Achieved sales targets and increased customer satisfaction through exceptional service.