



OBJECTIVES

To secure a challenging position that utilizes my **+6years of experience**, while allowing me the opportunity to grow professionally. I offer strong interpersonal skills to develop global customer solutions with thought leadership and integrity, excellent interpersonal, oral and written communication and presentation skills, functioning well both independently and collaboratively with an outgoing personality. My goal is to become a valued asset.



Education

05. 2010 - 05. 2013 The University of Bhavnagar Bachelor of Commerce



Experience

- 08. 2020 - Present** **INS STEEL** **MARKETING EXECUTIVE**
- Innovate and present new marketing platforms and strategies.
 - Manage email and social media marketing campaigns.
 - Keep abreast of new social media sites, web technologies, and digital marketing trends; implement these new technologies in developing campaigns and update current campaigns to include new information.
 - Sale order inquiries for company's material by India Mart through E-mail and Phone Calls.
 - Communicate with clients, affiliate networks and affiliate partner.
 - Explore new ways to engage and identify new social networks to reach our target buyers.
- 03. 2019 - 07. 2020** **AL-KHALID TOURS & TRAVELS** **DOCUMENT CONTROLLER**
- Controlling company and project documentation.
 - Following and improving document control procedures.
 - Ensuring all documentation meets formal requirements and required standards.
 - Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
 - Producing document progress reports for senior managers.
 - Conducting regular reviews and document audits.
 - Using computers to organise and distribute documents within a company.
 - Helping in the planning stages of a specific project.
 - Ensure documents are shared at key times to facilitate timely project completion.
- 11. 2017 - 12. 2018** **JUMA AL MAJID GROUP** **DOCUMENT CONTROLLER**
- Coordinate and check all incoming drawings and other related documentation.
 - Set-up and maintain an effective filing and archiving system.
 - Maintain the flow of documents between drawing office and operations.
 - Post changes to computerized and manual control records, release documents and notify the contracting departments.

- Plan and record documents flow to and from all necessary parties, including clients, sub-contractors and the project office.
- Coordinated with the project team member.

03. 2012 -09.2014 **AKIL CORPORATION PVT.LTD.** **OFFICE ASSISTANT**

- Prepare daily expenses sheet.
- Maintain record register of bills and entries of bills.
- Maintain record by filing.
- Prepared all outgoing post.
- Book Keeping all accounts entry.
- Perform daily entry of accounting and weekly perform cheking and updating.
- Maintain day book of account software.
- Maintain Sales, Purchase,Payment,Receipt and Journal entry.
- Mail the invoices to the regarding clients.



COMPUTER PROFICIENCY

- Microsoft Office
- Profit-6 Accountancy
- Internet Correspondence ghrough mails and Browsing
- Tally Erp 9.3



Skills

- Be willing to work within tight deadlines.
- Be a team-player and self-motivated.
- Communication skills and network ability.
- Strong attention to details.
- Good organization and planning skills.
- Ability to provide excellent customer service.
- Product knowledge.
- Accuracy and Dependability.
- Positive attitude.
- Excellent team player.



Personal Information

- Name :Aadil Sheikh
- Sex :Male
- Place of Birth :Bhavnagar,Gujarat,India
- Marital Status :Mariied
- Religion :Muslim
- Languages Known :English, Hindi, Gujarati
- Nationality :Indian
- Visa Status :Employment





Passport Details

- Passport No. : L5813007
- Issue Date : 30.10.2013
- Expiry Date : 29.10.2023
- Place of Issue : AHMEDABAD-INDIA



Acknowledgement

I here by declare that all the information on furnished above is true to the best of my knowledge. Hope that credentials satisfy your requirement and looking forward for further contacts.

AADIL SHEIKH

