

Aatif Shaikh

Project Coordinator



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Dedicated and detail-oriented professional with over 3 + years of experience as Data Entry Operator/ Sales Coordinator and 1 + years as Project Coordinator with a strong background in organizing and managing complex projects to Exceptional customer service and a strong ability to build and maintain relationships with clients. Demonstrated ability to meet deadlines, multitasks, and work effectively under pressure.

Skills

Strong organizational and multi-tasking skills.

Team-management and leadership skills.

Project management Skills

Communication Skills

Flexible and Adaptable

Coordination Skills

Work History

2022-03 –
2023-10

Project Coordinator

Golden Tower Metal Industries LLC , Dubai , UAE

- Submitted and obtained approvals for over 52 Glass and Frame Color profile samples, ensuring compliance with project requirements.
- Proactively tracked and followed up on samples, resulting in accelerated approval process and streamlined project timelines.
- Communicated with Main Contractors and consultants by sending 10+ emails to different clients each day to gather crucial information for sample submittals, ensuring accurate and timely completion.
- Created 30+ WIRs for inspection, ensuring adherence to quality standards and smooth project progress.
- Facilitated successful handover of 20+ projects by submitting Handing over certificates, 20+Warranty Certificates, and other relevant documents, ensuring client satisfaction and completion of contractual obligations.
- Maintained, stored and organized 72+ project related documents in Document management systems

2018-07 -
2022-01

Data Entry Operator/Sales Coordinator

Goa Rajee Auto PVT LTD , GOA

- Organized 56+ detailed records of sales and customer information in CRM software, updating database regularly to maintain top-notch service.
- Improved productivity by increasing customer communication and responding to feedback.
- Generated 20+ quotations of HONDA Scooters and Motorcycles using database system
- Generated more than 50+ vehicle booking forms , tax invoices, sale certificates, 20 extended warranty invoices per day using database management software AutoNet and HIRISE
- Maintaining, Compiling, Generating and Tallying Vehicle 30-40 Invoices and Extended warranty sales reports per day on Database Management Software's.
- Emailing quotations to customers, creating power point presentations for yearly dealership events.



Education

2015-06 -
2018-06

Bachelor of Computer Applications: Information Technology

Shree Damodar College of Commerce & Economics - GOA

2013-06 -
2015-06

High School Diploma

RM Salgaocar Higher Secondary School - GOA INDIA



Accomplishments

- Second place in punches organized by red dragon taekwondo association
- C grade in ALL INDIA IT QUIZ
- Participated in U-14 cricket tournament organized at taluka level
- Won the Sharp Shooter contest organized by Madel youth club Margao



Additional Information

Visa Status: Cancelled (available to join immediately)



Software

Excel

AutoNet

HIRISE

NITRO



Languages

English

Hindi

French

Konkani