



# TAUSIF SHAIKH

OPERATION ASSISTANT



DIP 2, Dubai, UAE



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## EDUCATION

### BMS(BUSINESS MANAGEMENT STUDIES

Rizvi College of Arts, Science & Commerce / Mumbai / 2020

### HSC

Mithibai Motiram Kundnani College / Mumbai / 2017

### SSC

St. MICHAEL HIGH SCHOOL / Mumbai / 2015

## SKILLS

KNOWLEDGE IN MICROSOFT EXCEL, POWERPOINT, WORD

TEAM PLAYER

SUPPLY CHAIN MANAGEMENT

COMMUNICATION SKILLS

SOCIAL MEDIA

OPERATIONS

RESOURCE PLANNING

ABILITY TO ADOPT A NEW WORK ENVIRONMENT

PURCHASING AND PROCUREMENT

PROBLEM-SOLVING ABILITY

TIME-MANAGEMENT

## ABOUT ME

I am a skill professional working in dubai based Perfume & Fast-Moving Consumer Goods (FMCG) Industry from the past 2 years, i have practicing experience in advance excel, ERP, ISO - 9001 requirements and looking after all the operations work from the procurement of raw materials to the delivery of the product at its final destination.

## WORK EXPERIENCE

### STERLING PERFUMES

Dubai  
Mar 2022-Present

#### OPERATION ASSISTANT

- Preparing sales order, purchase order, goods inward, ledger & monthly stock take in ERP(Enterprise resource planning)
- Controlling, Arranging & Taking part in GMP(Goods manufacturing practice) audit, ECAS(Emirates conformity assessment scheme) audit & Finance audit
- In-depth understanding of ISO 9001 as well as experience with ISO 9000
- Implement quality management system (QMS) and ensure its ongoing efficiency
- Filed, updated, and maintained all paperwork related to ISO Management
- Lead and direct all quality assurance activities for company
- Develop and implement system improvements to maintain process excellence through Measurement & Analysis
- Managing inventories and maintaining accurate purchase and pricing records
- Maintaining good supplier relations and negotiating contracts
- Acting as second-in-command to the manager, and taking care of all duties in their absence.
- Assisting the Manager with operational issues.
- Scheduling meetings and team building sessions as required.
- Promptly answering the questions of staf and other stakeholders.
- Providing excellent customer service and maintaining relationships with vendors.
- Reviewing, comparing, analyzing, and approving products and services to be purchased
- Assisting with recruitment and onboarding processes.
- Taking inventory and ordering office supplies as needed.
- Analyzing all operations and forwarding suggestions for improvement to the Manager

### FOUNTAINHEAD ALLOYS

Mumbai  
Oct 2020-Nov 2021

#### OPERATION & DISPATCH

- Experienced in managing the team of 4 members in Fountainhead Alloys.
- Maintained excel sheet of the company for expenses etc.
- Preparing Quotation, Performa, Invoice, E way Bill, Dispatch Details, introduction emails to clients etc.
- Verifying documents of the clients and handling their confidential information.
- Handling all the exports work including packing and dispatch.

LANGUAGES

ENGLISH	
HINDI	
MARATHI	
URDU	

TSR DARASHAW LTD  
Mumbai  
Jan 2020-Oct 2020

- Cutting the sample of steel and doing its test from NABL Registered Lab.
- Collecting test certificates reports from lab.
- Making sure the raw materials have all the elements as per the needs of client.
- Doing PMI, Ultrasonic Testing, Spectro Test of Raw Materials.
- Checking the size and dimensions of raw materials.
- Managing all the transportation work till it received by clients.
- Keeping an eye on workers to maintain the quality of product, packing etc

Data Analysis

- Maintaining excel sheet of the company - preparing tax files • Verifying documents of the clients.
- Handling confidential information of the clients.
- Giving tax benefits to AXIS Bank employees.
- Working under AXIS Bank portal system.
- Tax benefits under section 80, 80d, 80dd, 80a, 80c.
- Verifying Insurance premium policy, ELSS, Mediclaim premium receipt.
- Verifying house rent agreement (HRA).
- Verifying fuels bills & driver salary receipt.

HOBBIES

LEARNING LANGUAGES, TRAVEL, DANCE, LISTENING TO MUSIC, PODCASTING, VOLUNTEERING AND COMMUNITY INVOLVEMENT

PERSONAL DETAILS

Date of birth  
06/04/2000

Visa status  
Resident - June 2024

Nationality  
Indian

Marital status  
Single