

# SADAB SHAIKH

601 4C SANGHARSH NAGAR CHANDIVALI ANDHERI(E) MUMBAI-400072

## PROFESSIONAL SKILLS

Copywriting  
Excel (Basic)  
Project management  
Market research  
Communication skills  
Collaborative nature

## PERSONAL SKILLS

Creative spirit  
Reliable and professional  
Organized  
Time management  
Team player  
Fast learner  
Motivated

## CONTACT

8286791525  
shaikhsadaf25@gmail.com

## PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable work and contribute towards the growth of the organization.

## EXPERIENCE

### OPERATIONS EXECUTIVE

Shop101 | July 2019 - May 2020

Maintained and organized day to day orders.  
Constantly updated the shipment with the customers and clients.  
Maintained the documents of the shipment deliveries

### CUSTOMER CARE EXECUTIVE

Shop101 | Aug 2018 - Jun 2019

Resolve customer complaints via phone, email.  
Greet customers warmly and ascertain problem or reason for calling.  
Assist with placement of orders, refunds, or exchanges.  
Take payment information and other pertinent information such as addresses and phone numbers.

### BUSINESS DEVELOPMENT EXECUTIVE

Ola Pvt Ltd | Feb 2017 - Nov 2017

Maintain fruitful relationships with clients and address their needs effectively.  
Research and identify new market opportunities.  
Prepare and deliver pitches to potential investors.  
Foster a collaborative environment within the organization.

## EDUCATION

### BACHELOR OF MASS MEDIA (ADVERTISING)

Chandrabhan Sharma College| 2015 - 2018

### HIGHER SECONDARY SCHOOL CERTIFICATE (HSC) (COMMERCE)

D.T.S.S. College Of Commerce | 2014 - 2015