

SHAIKH SAMAHERAKH

Sanquelim, Goa India | +919359320869 | sadiq.g.shaikh@icloud.com

Personal Summary

Driven professional with solid background in managing and coordinating operations, ensuring smooth and efficient workflows. Demonstrates strong leadership abilities, effective communication skills, and commitment to maintaining high standards. Skilled in problem-solving, team collaboration, and adapting to changing environments to meet organizational goals.

Work Experience

Public Relation Officer (PRO)

Speed Track Services – Dubai, UAE

Oct 2023 to Nov 2024

- Cleared transactions with government and semi-government organizations.
- Managed employee visa renewals for compliance with immigration regulations.
- Managed establishment and cancellation of companies, branches, and free zone branches as PRO.
- Managed government transactions and communications through official online channels.
- Coordinated public-facing activities, ensuring effective and professional representation of organizational objectives.
- Managed documentation databases for stakeholders, updating details and scanning passports, visas, licenses.
- Managed license renewal process to prevent disruptions, working as Public Relations Officer.
- Handled booking and accounting responsibilities while ensuring compliance with company procedures.
- Effectively maintained composure and productivity in challenging situations.
- Quickly grasp new concepts and priorities tasks effectively.

Delivery Coordinator

Amazon Stores – Goa, India

May 2022 to Aug 2023

- Coordinate delivery schedules to meet customer deadlines and optimize delivery routes.
- Serve as the main point of contact for customers regarding delivery status, issues, and updates.
- Work closely with warehouse staff, drivers, third-party logistics providers, and supply chain teams to ensure seamless operations.
- Prepare and manage shipping documents, delivery notes, and tracking reports.
- Investigate and resolve delivery delays, complaints, or discrepancies in a timely manner.
- Monitor stock levels related to deliveries and coordinate restocking if needed.
- Ensure deliveries comply with internal policies, legal regulations, and safety standards.

Sales Cum Purchaser
National Stores LLC – Dubai, UAE

Mar 2020 to Mar 2022

- Source and negotiate with suppliers for the best prices, quality, and delivery terms
- Issue purchase orders and track incoming inventory
- Maintain supplier relationships and evaluate vendor performance
- Forecast demand and manage stock levels
- Handle procurement documentation and ensure compliance
- Identify and develop new business opportunities and customer relationships
- Negotiate prices and terms with clients
- Prepare and follow up on sales quotations and proposals
- Maintain CRM records and manage the sales pipeline
- Achieve sales targets and report on performance
- Source and order products based on demand and trend analysis.
- Coordinate with suppliers and vendors for timely delivery.
- Maintain optimal stock levels—avoid overstocking or understocking.
- Analyze sales reports to guide future purchases.
- Work closely with store managers, marketing teams, and buyers.
- Coordinate visual strategies with promotional calendars and campaigns.
- Set up new displays according to seasonal or promotional schedules.
- Regularly refresh and maintain displays to ensure cleanliness and alignment with current trends.
- Monitor competitors and gather ideas for innovation in displays.
- Study how customers move through the store and interact with products.
- Ensure safe keeping both as to quality and quantity of materials.
- Train store staff on maintaining visual standards.
- Maintain records, prepare reports, and compose correspondence related to the work
- Help prepare weekly reports and other departmental projects as needed.
- Respond to customers' requests and concerns.
- Maintain equipment inventories, and select, store or issue equipment as needed.

Procurement cum Store In Charge (At Site)
Al Harbi Trading and Contracting Company - Al Riyadh, Saudi Arabia

Mar 2014 to Dec 2019

- Identify reliable suppliers and vendors.
- Request quotations and negotiate pricing, payment terms, and delivery timelines.
- Prepare purchase orders and get necessary approvals.
- Track and expedite deliveries to avoid stock-outs or delays.
- Maintain procurement records for audit and reporting purposes.
- Liaise with accounts, production, and logistics departments.
- Coordinate with transporters for timely dispatch and delivery.
- Monitor consumption patterns to forecast material requirements.
- Maintain GRNs (Goods Receipt Notes), invoices, and other procurement documents.
- Ensure compliance with company policies and legal regulations (e.g., GST, HSN codes).
- Handle return/replacement of defective or damaged goods.
- Oversee daily operations of the store/warehouse.
- Receive, inspect, and verify all incoming materials.

- Issue materials to site staff as per project requirements.
- Maintain accurate inventory records using ERP or manual systems.
- Monitor stock levels and reorder supplies before shortages occur.
- Maintain daily stock register, goods receipt notes (GRNs), and issue slips.
- Coordinate with procurement for purchase orders and delivery timelines.
- Prepare monthly stock reports and audits for management.
- Ensure proper storage of materials (cement, steel, MEP fittings, road base, etc.).
- Maintain cleanliness, security, and safety of the store.
- Identify damaged or expired materials and arrange for replacement/disposal.
- Liaise with site engineers, project managers, and suppliers.
- Support multiple construction teams (civil, MEP, roadwork) with material requirements.
- Participate in site meetings to align material supply with construction progress.

Sales Representative
Casa Madhav Stores – Goa, India

May 2012 to Mar 2014

- Greet and welcome customers.
- Understand customer needs and guide them to suitable electronic products (TVs, refrigerators, mobile phones, laptops, etc.).
- Demonstrate product features and compare alternatives.
- Answer technical questions in a simple and clear way.
- Stay updated on product specifications, models, prices, and availability.
- Understand the latest technology trends and new arrivals.
- Provide accurate and honest recommendations based on customer needs.
- Persuade customers to purchase products or higher-value models.
- Upsell accessories, warranties, or bundled deals.
- Inform customers about ongoing offers, discounts, and EMI options.
- Coordinate with the cashier for billing.
- Help with preparing invoices, warranty cards, and installation requests.
- Ensure proper documentation for returns or exchanges.
- Ensure products are properly displayed, cleaned, and functional.
- Keep shelves stocked and organized.
- Report low-stock or defective items to the manager.
- Call or message customers for delivery updates, feedback, or promotions.
- Follow up on pending inquiries or quotations.
- Work with delivery, installation, and service teams.
- Report customer feedback or issues to supervisors.

Sales cum procurement officer
Nestle Water Company– Al Riyadh, Saudi Arabia

June 2010 to Feb 2012

- Contacting suppliers to get quotes or negotiate prices.
- Ensuring availability of stock before closing a sale.
- Finding new suppliers or products to meet customer demand.
- Recommending new inventory based on market trends or customer requests.
- Creating or reviewing purchase orders (POs) to ensure correct pricing and specifications.
- Keeping track of inventory levels to avoid stockouts.

- Informing the procurement team when items need restocking.
- Engage with potential and existing customers.
- Understand customer needs and suggest appropriate products or services.
- Meet or exceed sales targets.
- Close sales through persuasive communication and negotiation.
- Understand the benefits, and pricing of products/services.
- Stay updated on new offerings or changes.
- Identify and follow up with sales leads.
- Maintain and update a client database or CRM system.
- Handle customer feedback, complaints, or queries.
- Track performance metrics and forecasts.

Store In Charge

May 2006 to Nov 2009

Reliance Electro Mechanical Plumbing Company – Dubai, UAE

- Liaise with production, maintenance, and other departments to fulfill material needs.
- Ensure timely supply of items to avoid delays in operations.
- Ensure proper tagging, labeling, and coding of items.
- Comply with safety, and organizational procedures.
- Check the quality and quantity of materials received.
- Reject damaged or incorrect deliveries and raise claims if necessary.
- Assign daily tasks and ensure safety and discipline in the store area.
- Supervise store helpers, loaders, or warehouse staff (if applicable).
- Raise purchase requisitions for low-stock or out-of-stock items.
- Coordinate with the procurement or purchase department.
- Maintain records of incoming and outgoing goods (GRN, issue slips, stock registers).
- Prepare stock reports, reorder levels, and consumption reports.
- Ensure materials are stored properly to prevent damage or spoilage.
- Organize items for easy access and retrieval.
- Receive, store, and issue materials, supplies, and equipment.
- Maintain accurate inventory records using software or manual systems.
- Conduct regular stock checks and reconcile discrepancies.

Skills

- Highly organized and hardworking, Flexible attitude and honest and trustworthy, Evidence handling, public trust building, Customs and immigration, Volunteer coordination, Stock replenishment, Pricing strategy development, MS office, Order processing, B2c sales and service, Patience under pressure, best delivery service, Visual merchandising, Shelf stocking, Merchandise display arrangement, Safety procedures, Time management and teamwork, Understanding of customer psychology.

Training

- Diploma in computer application and Microsoft office.
- Able to handle emails.
- Associates different software in any guidelines.

Personal Information

- Gender: Male
- Date of birth: 08/04/1988
- Nationality: Indian
- Marital status: Married
- Religion: Islam
- Passport place of issue: Riyadh, KSA

Academic qualification

Secondary School Certificate Examination (2004)
Mustifund High School – Panaji, Goa

Higher School Certificate Examination (2006) Mustifund
High School – Panaji, Goa

Hobbies and Interests

Playing, Fishing, Reading Books, Visiting New Places, Long Drives, Hanging Out Driving

License

- Indian Driving License LMV
- Saudi Arabia Light Motor Vehicle

