

## **FAISAL SHAIKH**

**Address : 7/1916-17. NR. KADER MIR'S STREET, SAIYEDPURA TUNKI, SURAT-395007**

Email : fz.aiyub@gmail.com  
Contact : +91- 9033999156  
Date of Birth : 11<sup>th</sup> July 1994  
Nationality : Indian  
Languages : English, Hindi, Gujarati  
Marital Status : Married



**Career Objective :** Intend to work in challenging & creative environment with committed & dedicated people, which help me in the route to become successful in my profession.

### **Education and Certification :**

#### **Bachelor of Commerce**

Navyug Commerce College, Rander road, Surat

**April 2015**

#### **Honors :**

- Amazon Trained E-commerce Specialist (**ATES 2016-17**)
- 1 Star Global Service Representative (Alibaba.com)
- 2 Star Global Service Representative (Alibaba.com)

### **Personal Skills :**

Ability to communicate formally and informally  
Ability to communicate with wide range of people from diverse culture  
Excellent in working as an individual and in group

### **Work Experiences :**

#### **Senior Business Development Manager**

**NowFloats Technologies Limited**

**Sep 2022 - Present**

#### **Roles & Responsibilities:**

- Creating Business's Online Presence
- SEO, SMM and Digital Marketing
- Creating Website for multiple locations (Google)
- Client service on regular basis
- Connecting search engine and social media all together
- Content Writing and website updates

#### **Sales Executive**

**Verse Innovation Private Limited ( Dailyhunt/Josh )**

**June 2021 - June 2022**

#### **Roles & Responsibilities:**

- Advertise client's products/services on dailyhunt news app
- Google Ads Services
- Youtube ads and Social media branding
- Influencer marketing on Josh (Short Video App)

**Assistant Manager – Business Development**

**Infocom Network Limited ( Tradeindia.com)**

**July 2019 – Feb-2021**

**Roles & Responsibilities:**

- Offering potential SMEs a cost effective Business Growth Solution as a sales consultant bringing business opportunities to their doorstep
- Educate client with the trends of the market and the benefits of associating with Tradeindia.com
- Responsible for acquiring business and achieving sales target

**Business Development Specialist**

**TDI International India Pvt. Ltd. (Alibaba.com)**

**Feb 2017 – Dec 2018**

**Roles & Responsibilities:**

- To generate leads
- To make calls on daily basis from the database
- Fixing up appointment for TDI Team - minimum 15 per day
- Forwarding the appointments to the Sales Coordinator for verification purpose
- Clients follow ups for the meetings
- Handling customer's grievances

**Accounts & Administration Manager**

**Noble Papers (Lalgate, Surat)**

**June 2011 – Jan 2017**

**Roles & Responsibilities:**

- Managing office supplies stock and placing orders
- Preparing regular financial and administrative reports
- Preparing regular reports on expenses and office budgets
- Maintain and update company databases and update office policies as needed
- Answer queries by employees and clients
- Book meeting rooms as required and schedule in house and external events

**Yours Faithfully,  
FAISAL SHAIKH**