



Shijin Abdul Basheer

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🌐 Shijin Abdul Basheer 📅 21/04/1994 🚩 INDIAN 📄 QID 29435639877
🚗 Qatar Light vehicle license

📄 SUMMARY

Enthusiastic and highly organized Operations Assistant with 4 years of experience in coordinating order processing, customer service. Proficient in Microsoft Office and data management software. Strong communication and problem-solving skills. Demonstrated ability to work well within a team and deliver exceptional customer service. Proven track record in managing stock, resolving delays, and maintaining strong client relationships. Bachelor of Business Administration from the Bharathiar University, Coimbatore, India.

📁 WORK EXPERIENCE

01/2023 – present
Doha, Qatar

Warzone Games OPERATIONS ASSISTANT

- Day to day operations
- Monitor inventory levels and orders
- Recruiting and training staff
- Complying with regulations on store operations
- Customer Service
- Assign staffs to shifts

11/2022 – 12/2022
Wakrah, Qatar

Waseef Property & Facility Management SOFT SERVICE COORDINATOR

- Ensure optimal use of manpower and resources including sub-contractors and staff
- Report to Property Supervisor on work progress and issues on a daily basis.
- Compile daily inspection checklist to monitor standard of work and completion to the schedule
- Checking and reporting the issues affecting appearance of the property

06/2021 – 06/2022
Kodungallur, India

ODIKKO (PANAC Systems Pvt. Ltd) OPERATIONS EXECUTIVE

Odikko is an online marketplace by PANAC Systems pvt. Ltd.

- Identify and negotiate with vendors
- Address Vendor's Issues
- Monitor Orders and Pickers
- Hire riders
- Market study
- Lead and motivate the team members
- Overlook of financial operations
- Maintain communication with management and vendors for smooth and proper operations
- Help vendors familiarize themselves with internal tools and technology for optimized order processing.
- Execution of operations and system implementation

05/2015 – 07/2019
Dubai,
United Arab Emirates

Enhance UAE (W.J. Towell Co&LLC) SALES

- Monitor stock movement and consider markdowns, promotions, price changes
- Prepare display layout plans for store
- Organizing the shelf

- Visit Markets as daily basis
- Implement layout plans for visual merchandising
- Plan budget for promotions
- Update prices of stock
- Coordinate prompt delivery of goods to store
- Collaborate with buyers to negotiate prices, quantities and time scales.
- Analyze and prepare reports on Sales

EDUCATION

2024 – present
Coimbatore, India

Master of Business Administration
Bharathiar University
Specialization in Marketing Management

2011 – 2014
Coimbatore, India

Bachelor of Business Administration
Bharathiar University

SKILLS

- | | | |
|--------------------|--|-----------------------------|
| • Problem Solver | • Organization | • Time Management |
| • Sales | • Merchandising | • Customer Service |
| • Politeness | • Excellent written and verbal communication skills. | • Attention to detail |
| • Adaptability | • Negotiation | • Flexibility |
| • Command | • Coordination | • Administrative assistance |
| • Active listening | | |

LANGUAGES

English	● ● ● ● ●	Hindi	● ● ● ● ●
Arabic	● ● ● ● ●	Malayalam	● ● ● ● ●

SOFT SKILLS

- | | | | |
|--------------------|-------------------|---------|---------------------|
| • Microsoft Office | • Adobe Photoshop | • Tally | • Computer Hardware |
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