

Shahid Shaikh

Office Manager · Digital Content Creator · Web Designer
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SUMMARY

Results-driven professional with 5+ years of experience across sales, office management, and digital content creation. Specialises in UGC content, 3D product animation, website design, and e-commerce management — with a live portfolio at grown.co.in.

WORK EXPERIENCE

2017 – 2018

Sales Executive

Kataria Honda, Surat

- Achieved a personal record of 13 bookings in a single day.
- Handled customer walk-ins, vehicle demos, test drives, and full delivery.
- Planned and executed local marketing campaigns and canopy events.
- Built strong customer relationships driving repeat business and referrals.

2021 – 2025

Office Manager & Ticketing Coordinator

City Service, Surat

- Managed complete office operations and supervised a team of 4 employees.
- Handled bookings, re-bookings, and refunds via MakeMyTrip and Ticket2Trip.
- Processed PAN, Aadhaar, Passport & Voting documentation workflows.
- Trained new staff and maintained financial client records.

2025 – Present

Web Designer & Digital Content Creator

Portfolio: grown.co.in — [click to visit](#)

- Built a complete luxury e-commerce website from scratch — zero prior technical background.
- Produce UGC content — cinematic reels, food & product animations, and lifestyle videos.
- Create 3D animations (chocolate pour, liquid motion) for Instagram & brand campaigns.
- Manage listings and SEO on Meesho, Amazon, Myntra, Nykaa, and Ajio.
- End-to-end workflow: content creation, platform management, customer communication.

REFERENCES

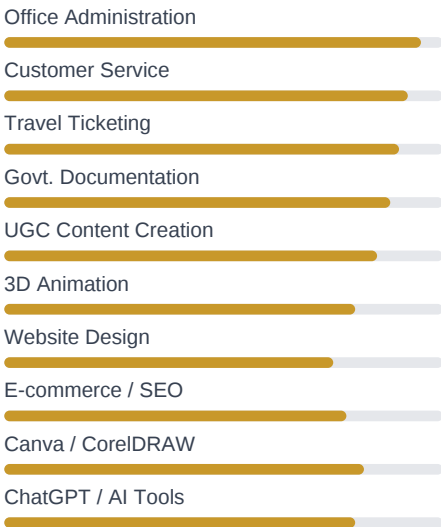
Sana Shaikh

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Dharmesh Rami

Kataria Honda — GM
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SKILLS



EDUCATION

Propitery High School

H.S.C. — 2016

Symga High School

S.S.C. — 2014

TOOLS & PLATFORMS

- MS Office
- Canva · CorelDRAW
- Nitro PDF
- ChatGPT / AI
- MakeMyTrip · Ticket2Trip
- Meesho · Amazon · Myntra
- Nykaa · Ajio

LANGUAGES

Hindi — Native
Urdu — Conversational
Gujarati — Conversational
English — Basic
Arabic — Basic