



SHAHRUKH SAIFI

CONTACT



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Near Pal Balaji Temple, Inside
bhadu Market, Gulistan
Colony, Pal Road, Jodhpur,
Rajasthan, India.

DIGITAL SKILLS

MS Word ★ ★ ★ ★ ★

Zoom ★ ★ ★ ★ ★

Skype ★ ★ ★ ★ ★

Facebook ★ ★ ★ ★ ★

ORGANISATIONAL SKILLS

- ✓ Time Management
- ✓ Working in Teams
- ✓ Team Building
- ✓ Customer Care
- ✓ Creativity At Work
- ✓ Good Communication & Presentation Skills

LANGUAGE

- ✓ English
- ✓ Urdu

HOBBIES

- ✓ Indoor Games
- ✓ Travelling

OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

EXPERIENCE

2021 PREETI INTERNATIONAL

Working as a Factory Manager.

Role:

Handle the entire work from the arrival of raw wood till the export like how many CFT of wood we received , production work, technician work, sample approval in raw, polishing, finishing, packaging Etc.

2012-2019 Meher Arts

Worked as a Production Manager.

Role:

Assessed manufacturing process and recommended improvements to increase productivity. Directed manufacturing process and procedure to achieve the goal of first run capability. Determined suitable crew requirements ,schedule employees and work with resources to meet changing production schedule.

Project Details:

Hotel Interior, Exterior Design & Development

Duration: 3 Months

Team Size: 40 Members

Role: Project Manager

Description:

Well developed both Interior and Exterior of the Five Star Hotel, which helped the hotel a lot in developing its business.

Achievements:

Achieved many things in life, from being a Supervisor to Factory Manager.

ACADEMIC INFO

- ✓ B.Com from Jai Narayan Vyas University in 2012.