

SHAIKH SHEHBAZ

Inventory, Operations & E-commerce Specialist

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PROFESSIONAL SUMMARY

Experienced Operations, Inventory & E-commerce Specialist with 15+ years of experience in administration, operations, inventory coordination, and international e-commerce management.

Currently working remotely with Gulnaaz Fashion (Copenhagen, Denmark), solely handling day-to-day online operations across Shopify, Instagram, WhatsApp, Google Merchant Center, shipping coordination, payment monitoring, and order workflows for customers across Europe, USA, UK, Canada, and Australia.

Skilled in inventory management, stock coordination, Shopify backend operations, Google Merchant Center, Meta Business Suite, payment gateway monitoring, shipping operations, operational reporting, and AI-assisted productivity tools such as ChatGPT and Gemini.

KEY ACHIEVEMENTS

- Successfully managing international e-commerce operations for a Denmark-based fashion brand.
- Independently launched and managed dawoodkhantailors.com.
- Managed inventory records, stock verification, and operational reporting.
- Coordinated DHL & UPS international shipping and return workflows.
- Utilized AI tools like ChatGPT and Gemini for operational productivity and communication support.

CORE SKILLS

Inventory Management & Stock Accuracy Monitoring, Storekeeping & Material Coordination, Inventory Documentation & Record Keeping, Stock Verification & Audit Support, Supplier Coordination, ERP & Oracle-Based Inventory Software, Inventory Software Operations, Stock Monitoring & Inventory Tracking, Warehouse Coordination, Goods Receiving & Verification, Shopify Store Management, E-commerce Operations, Google Merchant Center, Order Processing & Workflow Management, Shipping Coordination, Stripe & PayPal Monitoring, Excel & Google Sheets Reporting, Administrative & Operational Reporting, Meta Business Suite, Klaviyo, Interakt WhatsApp CRM, AI Productivity Tools (ChatGPT & Gemini), Workflow Optimization

PROFESSIONAL EXPERIENCE

Shopify & E-commerce Operations Specialist | Gulnaaz Fashion – Copenhagen, Denmark (Remote) | Dec 2021 – Present

- Solely handling day-to-day international e-commerce operations and digital customer coordination.
- Uploading and optimizing product listings for Shopify and Google Shopping visibility.
- Monitoring product feeds and synchronization with Google Merchant Center.
- Coordinating order processing, shipping workflows, and operational activities.
- Managing DHL and UPS international shipping operations.

Administrative & Inventory Specialist | Dawood Khan Tailors – Mumbai, India | 2014 – 2021

- Managed inventory records, stock checking, and product quantity accuracy.
- Performed regular stock verification and inventory management activities.
- Coordinated material and stock requirements for daily operational needs.
- Worked on ERP and Oracle-based inventory software for stock management and operational reporting.
- Maintained inventory records, stock entries, and quantity tracking using inventory management software.
- Managed billing, payroll, and operational reporting.
- Coordinated with suppliers and internal teams for stock movement.

Inventory Assistant | N.K Clothier – Mumbai, India | 2010 – 2014

- Assisted in inventory and stock management operations.
- Maintained stock records and product quantity tracking.
- Coordinated stock movement and inventory verification activities.
- Assisted in inventory tracking and stock verification using inventory management software.
- Updated stock records and supported inventory coordination activities through ERP-based systems.

Hardware & Networking Engineer | Channel Green Computers | 2009 - 2010

- Installed and repaired computer hardware and software.
- Assisted with troubleshooting and networking setup operations.
- Provided on-site technical support and system maintenance.

EDUCATION

- T.Y.B.Com – Mumbai University
- HSC (Science) – R.P. Mhatre Junior College of Science
- SSC – M.H. Saboo Siddik Technical High School

CERTIFICATIONS

- KLiC Certificate Course in IT Hardware Support – MKCL & YCMOU
- Technical Support Fundamentals – Google / Coursera
- Cybersecurity Course – Tech Mahindra Foundation / Skill India
- Unlocking AI for Everyone – Microsoft & Skill India
- Exploring Computers – Infosys Springboard

ADDITIONAL INFORMATION

- Nationality: Indian
- Languages: English, Hindi, Urdu
- Ready to Relocate: Yes
- Available for UAE & International Opportunities