

# FAZEENA HABEEB

OPERATIONS EXECUTIVE



## CONTACT INFO

9895755452

fazeenahabeeb@gmail.com

Vettilackal house ,  
Mangattukavala,  
Thodupuzha east PO

Idukki

<https://www.linkedin.com/in/fazeena-a-h-2b640b203>

## PERSONAL DATA

DOB -16/05/1993

Nationality – Indian

Marital Status - Married

## EDUCATION

### MBA IN HR AND MARKETING

ST.TERESA'S COLLEGE | ERNAKULAM  
MAHATMA GANDHI UNIVERSITY  
2014 – 2016

### BACHELOR OF BUSINESS ADMINISTRATION

ST.TERESA'S COLLEGE | ERNAKULAM  
2011-2014

## PROFESSIONAL SUMMARY

Worked as MIS Analyst (Sales and Distribution) at OPPO Kerala Private LTD & Haijin Trade India pvt ltd- VIVO TELECOMMUNICATIONS with 4+ years of success in Sales data analyzing and all Kerala Distribution coordination for stock billing Activities of office as well us Warehouse and Providing optimizing promotional and operational efforts through the analysis and prediction of sales trends and markets

## EXPERIENCE

### MIS EXECUTIVE

#### HAIJIN TRADE INDIA PRIVATE LIMITD – VIVO KERALA HEAD QUARTERS

Dec 2019 – Dec 2020

- Vivo Software Handling (DMS)
- Purchase order Raising to Head Office
- Providing DMS Software Training to the Newly Joined Distributors Sales Team.
- Responsible for ensuring data to business teams across the organization through the development and maintenance of key KPI metric dashboards
- Making MIS Reports: HO Report, Sales team Productivity analyzing (Daily, Weekly, and Monthly), FTD & MTD Report, Incentive Workings, and Scheme Working.
- Preparations of Policies – Operations
- Prepared variance reports such as Forecast vs. Actual sales and Maintaining sales team employee database
- All Kerala Sales team Coordination.

### SENIOR EXECUTIVE OPERATION (SALES & DISTRUBUTION)

#### OPPO MOBILES PVT LTD – HEAD QAURTERS KERALA

Nov 2016 - Sep 2019

- Acted as an MIS, for setting up the standard target and reviewing of sales
- Processing Mobile phone / Branding Material sale orders, Purchase Order, sale order through SAP and invoice checking

# FAZEENA HABEEB

OPERATIONS EXECUTIVE

## EXPERTISE

### SAP HANA S4

- Material Creation
- Sale order & Purchase order Creation
- Invoicing
- Credit note management

### Microsoft Skills

- Microsoft excel
- Microsoft word
- Microsoft PowerPoint
- Microsoft Office

### Personal Skills

- Good Communication skill
- Optimistic and self-confident
- Time management
- Team Coordination
- Easily Adaptable
- Multitasker
- Interpersonal skills

### Language Skills

- English – Speaking / Written
- Hindi -Speaking / Written
- Malayalam–Speaking /Written

## INTERESTS

- Business Data Analyst
- HR Executive
- Administration
- Sales Coordinator
- Document control
- MIS ANALYST
- PROCUREMENT

- OPPO software handling (NES) & Providing Training to the Newly Joined Distributors /Sales
- Verifying the SAP Invoices and ensuring that the posting is done correctly
- Analyzing Sales figures; Designing and development of weekly reporting templates.
- Create reports that show this data in a proper understandable way for upper management.
- Provide analysis for market situation
- MS Office (in depth MS Excel skills including advanced MS Excel ( Power Query, Power Pivot)
- Coordinating with the team and ensuring that materials are transferred as per the policy implied
- Maintain inventory records and report on the number of materials available & required.
- Forecast and allocation of required material with the Main Centre for
- Smooth flow material.
- MIS Report preparation for staff's salary and sales team incentives, Daily sales report preparation and projection reports to sales team

## ACHIEVEMENTS

- Best Performer Award (Operations Department) | 2018 – **OPPO MOBILES PVT LTD**
- One-month SAP HANA S4 Employee training at OPPO Electronics Private Ltd, Chennai, India