**Curriculum Vitae**

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| --- | --- |
| **Nasir** |  |
| Tourist Visa: Valid till: June 18, 2017  UAE Experience: 4 Years  Experience in Data Entry/Storekeeping: 5 Years  Email: [nasir.368348@2freemail.com](mailto:nasir.368348@2freemail.com) | |

**CAREER OBJECTIVES**

Working in competitive environment to achieve organizational goals and to attain distinct position through effective utilization of my knowledge and skills.

**DOMAINS OF INTEREST**

* Storekeeping
* Data Entry / Sales

**PROFESSIONAL EXPERIENCE**



**Store In-Charge (Data Entry Operator, Inventory Receiver)**

**Diamond Supermarket (Karachi Pakistan)**

August, 2015 – February, 2017

* Received and inspected all incoming materials and reconciled with purchase order.
* Checked the quantity and quality of items and ensured undamaged and not expired.
* Supervised the staff in store, checked inventory records for accuracy.
* Compiled reports on various aspects of changes in production or inventory.
* Kept records of items shipped, received, or transferred to another location.
* Attended customers’ complaints and provided them possible solution according company policy.
* Entered all the received invoices in computer and updated it daily.

**Store In-Charge (Data Entry Operator, Inventory Receiver)**

**Green House International Supermarket L.L.C (Dubai, UAE)**

September, 2011 – June, 2015

* Maintained database by entering new and updated customer and account information.
* Managed Warehouse Entry Level and reconcile physical stock with system software balances
* Updated daily data in software ensure correct data feeding.
* Maintained data entry requirements by following data program techniques and procedures.
* Verified entered customer and account data by reviewing, correcting, deleting, or re-entering data.
* Received deliveries and signed paperwork upon receipt, inspected contents to ensure undamaged and not expired.
* Verified packages according to order and invoices (quantity, quality, price etc.)
* Responsible for monitoring the returns process,
* Communicated and coordinated with appropriate buyer for product returns/repair.
* Assisted in other departments as needed, Great knowledge of companies in UAE
* Supervised the Data entry operators and the other staff in store.
* Responsible for everything in the store.
* Handled customer complaints and provided best possible solutions to the customers within the company policies.
* Maintained the schedule of staff as per business requirement.

**PERSONAL SKILLS**

**SKILLS OVERVIEW**

* Excellent communication skills written and verbal, socially adept
* Confident at work Independent, Pro-active and self-motivated
* Analytical approach to the given task, excellent time management.
* Interpersonal & People skills, Good soft skills and get along well with people of various nationalities
* Meeting the deadlines, Good knowledge in Sales.
* Enthusiastic and passionate, quick learner
* Self-Starter, showing initiative and capable of achieving results
* Attention to detail, knowledge of UAE Companies

**TECHNICAL SKILLS**

* Tremendous command on MS Office,
* Tremendous command on Software (Mycom, Tally, Xerts)
* English Typing 60 words per minute
* Arabic Typing 35 words per minute
* Excellent Numeric Typing
* Good accent in English

**QUALIFICATION & CERTIFICATIONS**

* **Bachelors of Science** Shah Abdul Latif University Khairpur Sindh Pakistan
* **Intermediate (Engineering)** Larkana Board
* **Diploma Information Technology (DIT)** from Trade Testing Board
* **Certification Information Technology (CIT)** from Trade Testing Board
* **Tally** from SZABIST
* **Experience Certificate** from Green House International Supermarket Dubai, UAE

**LANGUAGES**

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| --- | --- | --- | --- |
|  | Speak | Read | Write |
| English | Good | Good | Good |
| Hindi / Urdu | Good | Good | Good |
| Sindhi  Punjabi  Arabic  Malayalam | Good Good  Basic  Basic | Good Good  Good  Nil | Good Good  Good  Nil |

**PERSONAL**

Date of Birth : July 29, 1987

Nationality : Pakistani

Marital Status : Single

UAE Experience : 4 Years