



Tanveer Nasir

Office Assistant / Storekeeper

Phone Number : +971 55 614 3106

Email : tanveerdar587@gmail.com

Address : Sharjah

Diligent professional with experience in Office Assistant, Storekeeper & Inventory management. Proven success in developing long-term relationships with clients and achieving sales goals. Adept at identifying customer needs and developing tailored solutions to meet them.

SKILLS

- Problem Solving
- Independence
- Inventory Control
- Process Improvement
- Supply Chain Management
- Negotiation
- Ms Word office

EXPERIENCE

Office Assistant / Storekeeper

Automatic Home Metal Construction Industry Co LLC, Sharjah Sep 2023 - Present

- Demonstrated proficiency in using MS Office Suite tools such as Word, Excel, PowerPoint.
- Maintained strong relationships with existing clients to secure repeat business.
- Presented product features, benefits, and pricing information in an effective manner.

Office Administrator

Ittehad Chemical Industry , Lahore, Punjab Sep 2021 - Jun 2023

- Processed invoices, payments, and incoming and outgoing mail.
- Answered phones professionally while providing accurate information about company products or services.
- Provided customer service support, responding to inquiries in a timely manner.

- Created and maintained filing systems, both electronic and paper-based, to facilitate quick retrieval of documents.

Marketing Coordinator

Dascon Construction Company , Lahore, Punjab

Feb 2018 - Dec 2020

- Collaborated with designers, writers, and other professionals to produce high-quality materials.
- Collaborated with other teams on projects related to product launches and promotions.
- Identified areas for improvement within existing processes and procedures.

EDUCATION

**Bachelor of Business Administration (BBA Hon's) in
Marketing, Human Resource Management & Accounting**

University of Sargodha , Lahore, Punjab

Feb 2018

CERTIFICATIONS

- Yes

LANGUAGES

English

Advanced

Edge College