

# Nadeem Zafar



## ADDRESS

AL-Jurf Near Ajman China Mall

## D.O.B

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## Objective

- ✓ looking for a job in a Marketing , Customer Care and that Department Where we can Serve the People.
- ✓ I want to put my skills into practice and contribute to your company
- ✓ I am very eager to learn



## EXPERIENCE

### LEOPARD COURIER SERVICE (LCS)

OPERATION ASSISTANT— MARCH2014 – MARCH 2015

Data Entry

RECEIVING STOCK Systematically

Distribute Area wise

Sending mail to other branches where we received from stock.

### AL-FATAH V MALL Since 1941

L.P.O—March 2019 – September2019

Expiry Observation

Damages Noted

Taking Actionon Expiry Timely

Taking care of timely Proceeding the Damage & Expiry Cycle

Imported Short Expiry send to other Branches Timely

Interact with other Branches for sharing Stock

Customer Satisfaction

Handling Customer Queries

Interaction with Various

Branches Throughout the Country

Managing the salesman Issues

### STOCK AUDITOR

AL-FATAH SUPERMARKET---Oct2019---Jan 20

Generate Report

Physically Audit of Stock

Expiry Audit

Price Verification

Assuming to receiver checking

Update daily Task

Checking of Items Movement

Update to AGM



## ACADEMICS

### MATRICULATION IN SCIENCE

BISE GRW— 2008

### INTERMEDIATE IN COMPUTER SCIENCE

BISE GRW — 2010

### SAEFTY OFFICER

NICON INSTITUTE OF COMPUTER SCIENCE — 2014

### MS EXCEL, WORD & POWERPOINT

### SHORT COURSE

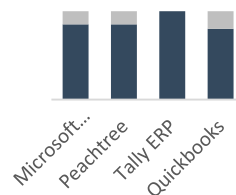


## SKILLS

### Professioneel

Stress-resistant  
Work Independently  
Result-oriented  
Teamplayer  
Flexible  
Time Management

### Software



### Languages



## REFERENCES

References and documents are available when requested.

