



JAWARIA SABIR

Mobile # +971 58 2248616 / +971 50 6264694

(Store Keeper)

Email: j24raza@gmail.com

Address: Abu Dhabi UAE

Visa Status: Husband Sponsored (2 years)

Visa expiry Date: 02/07/2026

Three (03) years' Experience a Store Keeper or Inventory Clerk

All Degrees are attested by Pakistan MOFA and UAE Embassy

Objective

Experienced **Store Keeper or Inventory Clerk** with a strong background in document management software **And regulatory compliance. Looking** to apply my skills in ensuring document accuracy, security, and **Accessibility** in a dynamic and growth-oriented environment

Education

Degree	Subject	Board/ University
M. Phil Botany (2021-2023)	Master of philosophy in Botany	UOL Lahore Pakistan
B.ED (2020-2021)	Bachelor in Education	A.I.O.U Islamabad Pakistan
M.SC (2018-2020)	Master of Science	Agriculture University Faisalabad Pakistan
B.SC (2016-2018)	Bachelor of Science	Punjab Group of College Burewala Pakistan

Skills

- Proficiency of Microsoft office (MS word, Excel and Power Points).
- Maintaining proper up-to-date Inventory book records
- Preparing orders Quotations & Local Purchases Orders (LPO)
- Preparing Credit Notes Expire Items or Damage goods
- Monitoring and interpreting Inventory flows
- Preparation of daily and monthly reports & Verifying Inventory reports
- track of the goods and supplies in a store or warehouse
- Prepare Organizing Staff work Schedules
- Update inventory date in test web applications, mobiles apps
- Excellent Analytical skills Analysis and Problem solving;
- Adapt new situations and changes in the workplace.
- Time management system.
- Attention to detail, Organizational skills
- Communication Skills.
- Work as a team member or alone to complete projects.
- Coordination with Teams.

Work Experience

➤ Store Keeper or Inventory Clerk

Hi-Tech Feeds (Pvt) Ltd. Unit # 3 Sahiwal Pakistan from 30-10-21 to 15-02-24

- ✓ Update inventory date in test web applications, mobiles apps
- ✓ Monitoring inventory Stock and updated in online
- ✓ Manages orders to facilitate sales or production
- ✓ Dispense material to warehouse customers/other associates
- ✓ To ensure a smooth issue of materials to the issue department
- ✓ To ensure accurate accounting of the materials receiver and issued
- ✓ Checks inventory records for accuracy
- ✓ Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulation
- ✓ To stock the materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
- ✓ Supervise other staff members and keep a record of sales; Receive, upload and shelf all supplies.

Personal Information

Father Name:	Sabir
UAE ID:	784-1997-3422600-6
C.N.I.C No.:	36601-0987687-0
Passport #:	CB5026871
DOB:	02/07/1997
Religion:	Islam
Nationality:	Pakistani.
Languages:	English, Urdu, Hindi, Punjabi
Marital Status:	Married