



# NAWSHAD KHATIB

Administrative Assistant

## PROFILE

Experienced Storekeeper and Tally Clerk with a total of 3 years of expertise in inventory management, merchandise inspection, and vendor coordination. Proficient in MS Office, Tally ERP9, and Advanced Excel. Adept at addressing customer inquiries and ensuring operational efficiency. Demonstrates expertise in sales, staff supervision, team building, and maintaining workplace safety.

## CONTACT

PHONE:  
+971 527868900

EMAIL:  
[nawshadkhatib@gmail.com](mailto:nawshadkhatib@gmail.com)

## SKILLS

- Auto-Cad 2D & 3D
- Tally ERP 9
- Advance Excel
- Data Entry

## LANGUAGES

- English
- Marathi
- Urdu
- Hindi

## WORK EXPERIENCE

### Juikar Architects & Engineer

May 2021 – Oct 2023

Tally Clerk

- Managed day-to-day Tally operations, including data entry, invoice processing, and reconciliation.
- Generated financial reports and statements to aid decision-making processes.
- Collaborated with the finance team to ensure accurate and up-to-date financial records.
- Conducted regular audits to identify discrepancies and ensure financial integrity.

### Unique Medical & Mini Mart

Apr 2019 – Mar 2020

Storekeeper

- Received and inspected incoming merchandise shipments to ensure accuracy of delivery, quantity and quality.
- Coordinated with vendors for timely delivery of goods and services.
- Assisted customers with inquiries regarding products and services offered

## EDUCATION

### M.I. Hajwani English Medium School & Jr. College

Jun 2016 – Feb 2018

Higher Secondary Certificate

### A.E. Kalsekar English Medium School

Jun 2015 – Mar 2016

Secondary School Certificate

## PROFESSIONAL CERTIFICATE

### Mechanical Draftsman with Cad

M.H.S.S Pvt. ITI