



CONTACT



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Al Nahda 1, Dubai, U.A.E.

ABOUT

Name : Nosharwan Tariq
Father's Name : Tariq Mahmood
Date of Birth : 16th July 1996
Passport No : DZ7964911
Marital Status : Married

EDUCATION

**Diploma of Associate Engineering
D.A.E. Electrical Technology**
Punjab Board of Technical Education (2017)

Matriculation (Science Group)
BISE Gujranwala (2012)

CERTIFICATION

Diploma in AutoCAD Electrical (2016)
PITAC College Lahore, Pakistan

Diploma in MS Office (2012)
Full Nets College, Sialkot Pakistan

DRIVING LICENSE

License No : 4216461
Place of Issue : Dubai
Date of Issue : 01-01-2022
Date of Expiry : 01-01-2029

Nosharwan Tariq

Inventory Controller

Objective

I am seeking for a position with an organization to fully utilize my knowledge, skills and contribute to overall growth of the organization.



WORK EXPERIENCE

Shop Admin

2023 - Present

Day To Day Office
Dubai U.A.E.

- Coordination with billing and pay departments to ensure timely and accurate invoicing and payment.
- Staff attendance and time management.
- Maintain shop expense.
- Updating of Credit / Debit notes.
- Updating daily Sales & Expense reports.
- Ensuring all necessary documentation is received and processed for billing purposes.
- Keeping information confidential and comply with data integrity and security policies.

Inventory Controller

2020 - 2023

Day To Day Shop
Dubai U.A.E.

- Collection and entering product data into the inventory system in a systematic and accurate manner.
- Transfer of data from paper formats into computer files or database systems using keyboard, data recorders or optical scanners.
- Verification of data for errors and inconsistencies, correcting them as needed.
- Staff handling and team management.
- Performing regular backups to ensure data preservation.

Inventory Controller

2019 - 2020

Day To Day Warehouse
Dubai U.A.E.

- Receiving and collection of items and entering into the inventory system accurately.
- Reviewing data for deficiencies or errors and correct any incompatibilities.
- Maintaining the confidentiality and security of all data.

Skills

- Proficiency in Microsoft Office (Word, Excel & PowerPoint)
- Excellent organizational and time management skills.
- Strong written & verbal communication skills.
- Ability to work under pressure and meet tight deadlines.