



PROFILE

Six years track record of quality standard administrative support, merchandising and implementation of company policies and procedures. Excellent customer service with valid UAE driver's license

Nationality: Pakistan

Status: Single

Language: Urdu & English

Visa Status: Cancelled

CONTACT



Tecom, Barsha Heights



056 890 4937



goharayub414@gmail.com

UAE DRIVER'S LICENSE

License # 4155210

Issue Date: 09/08/2021

Validity: 09/08/2028

GOHAR AYUB

ADMINISTRATIVE SUPPORT/ MECHANDISER

WORK EXPERIENCE



MERCHANDISER | GULF INTERNATIONAL LLC

MARCH 2023 – NOVEMBER 2023

Ensured that the shelves of a retail store are stocked with products and displayed them accordingly for customers

Tracked inventory levels, report any issues or shortages to management, and clean up unwanted items

DEPUTY CUSTOMER SERVICE | ASWAAQ RETAIL LLC

JANUARY 2022 – MARCH 2023

Handling online orders for preparation for delivery by picking the correct items as stated in the order form from Careem, Talabat, Nownow, Deliveroo and Instashop

CUSTOMER SERVICE | EMARAT PETROL UAE

JUNE 2021– DECEMBER 2021

Customer service on site Provides assistance to customers handling of store selling area and putting up of displays

CABIN APPEARANCE AGENT | DNATA

JANUARY 2020 – MAY 2021

Worked closely with the operations team in daily task and services.

OFFICE ADMIN SUPPORT | NATIONAL MARINE DREDGING COMPANY KHALIFA PORT UAE

JANUARY 2018 – JANUARY 2019

Tasked in documentation and filing. Editing of editorial documents for clients and organization of files.

OFFICE ADMIN SUPPORT | PROWORKS RECRUITMENT SERVICES UAE

DECEMBER 2015 – DECEMBER 2017

Administrative support onsite and offsite

EDUCATION HISTORY



NEW AGE PUBLIC SCHOOL GHUNDI JAMRUD KHYBER

Remarks: Excellent

MARCH 2015 | Peshawar Pakistan

SKILLS

OFFICE ADMINISTRATION

MICROSOFT OFFICE

CLIENT RELATIONS

MULTI TASKING

FILING AND DOCUMENTATION