



CORE SKILLS

Sales & Customer Service
Administrative & Office Support
Data Entry & Documentation
Accounting & Invoicing
Purchasing & Procurement
Supplier Sourcing & Coordination
Customer Communication
Social Media Management
Product Research
Negotiation & Follow-up

SOFTWARE & TOOLS

Microsoft Excel — records, lists, reports and data organization
Zoho — organized customer, office and record management
Canva & CapCut — promotional content

ADMINISTRATIVE STRENGTHS

Organizing customer names, documents, invoices, supplier records and product information in a clear, searchable format.

Accurate data entry, document handling, follow-up and routine office coordination.

SHAHIN TAHERKHANI

ADMINISTRATIVE • SALES • PROCUREMENT SUPPORT

PROFESSIONAL SUMMARY

Reliable and organized professional with hands-on experience in sales, customer service, office administration, accounting support, purchasing and supplier coordination. Comfortable using Microsoft Excel and Zoho to organize customer information, documents, records, invoices, product data and supplier details. Experienced in customer and supplier follow-up, checking information for accuracy, preparing lists and supporting daily office operations.

PROFESSIONAL EXPERIENCE

Sales Associate & Social Media Administrator

Amer Dubai Trading

- Assisted customers with product inquiries, sales and order follow-ups.
- Managed customer communication through WhatsApp and social media platforms.
- Managed and updated company social media accounts and promotional content.
- Followed up on customer requests, orders and sales activities.

Accounting Assistant

Amer Dubai Trading

- Prepared and organized sales and purchase invoices.
- Recorded and maintained financial and transaction data.
- Assisted with payment and collection follow-ups.
- Maintained financial records and reports using Microsoft Excel.
- Checked and verified invoice and transaction information.
- Supported daily accounting and administrative operations.

Purchasing & Procurement Assistant | Supplier & Product Sourcing

Amer Dubai Trading

- Researched and identified suppliers and products based on company requirements.
- Communicated with suppliers for product details, quotations and pricing.
- Compared supplier prices, product specifications and purchasing terms.
- Requested, received and evaluated product samples.
- Prepared purchasing lists and product information sheets.
- Maintained supplier and product databases using Microsoft Excel.
- Followed up on orders and coordinated the procurement process.
- Assisted with product documentation, barcodes and supplier records.

OFFICE & DATA MANAGEMENT

- Organizing customer names, contact details and records for quick access.
- Arranging documents, invoices, product information and supplier records systematically.
- Using Excel to maintain lists, track information, update records and prepare basic reports.
- Using Zoho for organized record handling and day-to-day office/customer information management.

WHAT I CAN SUPPORT

Customer follow-up • Data entry • Document organization • Excel/Zoho records • Invoice handling • Supplier communication • Product lists • General administrative coordination