

Muhammad Arslan

Flat #102, Al Zarooni Building, Karama, Dubai | 0542677068, 03234893138 | 4893138@gmail.com | Freelance Visa

Objective

To put into use my knowledge and skills for the attainment of organizational goals and work for the successful running of the concern and to constantly adapt myself with changing times.

Experience

HR & ACCOUNTS OFFICER | AL-QURESHI INTERNATIONAL | 09/2020 - 08/2022

- Perform duties such as job posting and preparing job descriptions
- Maintaining employee records and paperwork
- Supply administrative support to accountants by performing clerical tasks such as filing, handling mail, making phone calls, replying to emails and basic bookkeeping.

CUSTOMER SERVICE OFFICER | MIND BRIDGE | 05/2018 - 08/2020

- Provide information in response to customer inquiries about products and services
- Handle and resolve customer complaints promptly

SERVICE SUPPORT ENGINEER | IN SOURCE PAKISTAN LIMITED | 03/2017 - 03-2018

- Research, diagnose, troubleshoot, and resolve customer issues in an accurate and timely manner
- Follow standard procedures for proper escalation of unresolved issues to the appropriate internal teams
- Prepare accurate and timely reports.

SECURITY OFFICER | EMPORIUM MALL | 02/2016 - 02/2017

- Securing the premises and personnel by staying on patrol
- Performing building inspections, guarding entry points, and verifying visitors.

Education

MA | 2020 - 2022 | PUNJAB UNIVERSITY, LAHORE

BA | 2017 - 2019 | PUNJAB UNIVERSITY, LAHORE

INTERMEDIATE | 2011 - 2013 | SHALIMAR COLLEGE, LAHORE

MATRICULATION | 2009 - 2011 | BAGHBANPURA HIGH SCHOOL, LAHORE

Computer Proficiencies

- Microsoft Office (Word, Excel, PowerPoint)
- Internet & Email & Browsing
- Quickbook
- System Assembling
- WordPress
- HTML, CSS, JavaScript, Bootstraps

Activities and Interests

Reading Books

Traveling

Playing Cricket