



MUHAMMAD ARSLAN

CONTACT: 0581346942

Address: Ajman, UAE

E.MAIL: arslanzhd4@gmail.com

OBJECTIVE

To seek a suitable position with a reputed organization in order to utilize my skills, expertise and experience for the growth & prosperity of the organization to the optimum level as well as facilities career & professional growth.

PERSONAL DETAILS

Date of Birth:

25th Sep 1992

Gender:

Male

Marital Status:

Married

Nationality:

Pakistani

Religion:

Muslim

Visa:

Visit Visa

Languages Known:

English

Urdu

Punjabi

Computer Skills:

Windows Operating

System

MS Office

Web

E-mail

Browsing

License:

QATAR

Light Vehicle (Auto)

SKILLS

- Able to work as part of a team
- Flexible and can be able to work in a multicultural environment
- Superb interpersonal skills and exceptional ability towards greater
- Ability to work under pressure

ACADEMIC QUALIFICATION

- BBA Passed from Minhaj University, Lahore Pakistan
- I.Com (Accounting) Passed from Superior College, Lahore Pakistan
- SSC Passed from Govt. Muslim High School Sadar, Lahore Pakistan
- MS Office Certificate

CAREER HISTORY

➔ Driver

Blue Square Limousine

Doha, Qatar | 2022 - 2023

Uber | Careem



- Picking up passengers, transporting clients between places, and keeping their vehicle in good condition.
- Transportation Services Customer Service Communications.
- Local expert, able to recommend must-see attractions and eateries, helping visitors have memorable experiences.

➔ Customer Service

Bundu Khan

Lahore, Pakistan | 2020 - 2021



Responsibilities:

- Attracts customers by originating display ideas; following display suggestions or schedules; constructing or assembling prefabricated display properties; producing merchandise displays in windows and showcases, and on sales floor.
- Promotes sales by demonstrating merchandise and products to customers.
- Helps customers by providing information; answering questions; obtaining merchandise requested; completing payment transactions; preparing merchandise for delivery.

➔ **PSBD Security**
United Security Group LLC (USG)
(Abu Dhabi, Al Ain, Ajman, Sharjah) UAE | 2014 - 2020



Certificate
National Security Institute (NSI)
Ministry of Interior

NSI Certificate Responsibilities:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and accesspoints; permitting entry.
- Knowledge about CCTV Camera's
- Duty Shifting, Controlling team member
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains organization's stability and reputation by complying with legal requirements.
- Customer services to satisfaction for security
- Controlling Department

➔ **Assistant Store Manager**
Stone Age
Lahore, Pakistan | 2012 - 2013



Responsibilities:

- Trains store staff by reviewing and revising orientation to products and sales training materials; delivering training sessions; reviewing staff job results and learning needs with retail store manager; developing and implementing new product training.
- Evaluates competition by visiting competing stores; gathering information such as style, quality, and prices of competitive merchandise.
- Purchases inventory by researching emerging products; anticipating buyer interest; negotiating volume price breaks; placing and expediting orders; verifying receipt.

DECLARATION

I declare that the information provided above is true and correct to the best of my knowledge.

Muhammad Arslan