

Arslan Kausar

About Me

Quick learner and multitalented to complete any task. understand completly briefings about work and then act according to the task requirement .I always welcome the creativity in job , Honest and dedicative towards my company. Hardworker , flexible for any duty timings .

Education

Bachelor of commerce	2010
Intermediate in commerce	2008
Matriculation	2006

Experience

6 Months as a Graphic Designer/Cashier
in Deccan Hyderabad Technical Works LLC
Dubai.U.A.E

Responsible for IT work as well as Graphic tasks such like Visiting Cards, Letter Head , Payment and Receipt Voucher,Invoice , Price Quotation and admin work as Salary certification of employees, Maintaining Compnay's Webiste and Email accounts . troubleshoot any kind of error etc.

4 Years as a Graphic Designer in Bringoo tech Pakistan.
Responsible to make Designs for clients for Social Media Platforms Facebook,Instagram,Twitter and their web Pages.
As well as Printing side such as Visiting cards , Brouchers , Hoardings.

2 Years as an Accountant Subhan Group of Printing Pakistan.
Maintained company's accounts and rectify errors in any financial statment. making ledgers of vendors and maintain company's income and expense sheet monthly to check progress of company. Payroll sheets of workers and make sure to give them their salary on given time.

3 Years as an Asst.Manager in Taj Mahal Multiplex Pakistan.
Being an Assistant Manager my duties were to obey General Manager's policies in which maintain good relations with customer , to check staff performance , to resolve any dispute between staff and customers . making stratigies about projection of movies.



Contact

+971-56-1595038
arslansunny2992@gmail.com

Visa Status: Residence Visa

Tools

Adobe Photoshop

100%

Adobe Illustrator

80%

Blender

60%

Adobe premiere

50%

Adobe After Effects

50%

Languages

English

Urdu

Punjabi