



# M ARSLAN ASLAM

CASHIER & Receptionist

**Address:**

Deira, Dubai, UAE

**Phone:**

+971 547471649

**Email:**

ARSLAN55DB@gmail.com

## Summary

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Greeted visitors and customers upon arrival, offered assistance and answered questions to build rapport and retention. Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel. Kept accounts in balance and ran daily reports to verify totals. Handled tasks and responsibilities for front office employees during periods of understaffing.

## Skill Highlights

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- Continuous improvement of the System
- Management Risk Assessment and Trend Analysis Management & Personnel Training Policy
- MS Windows, i.e., Microsoft Word, Excel, and PowerPoint
- Leadership & Time Management
- Procedure, and Scientific Audit, Regulatory & Internal Audit.

## Experience

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### **HOTEL EXCETIVE LOUGE (RECEPTION Officer) BWP, PAK.2020**

- Prepared agendas and took notes at meetings to archive proceedings.
- Produced detailed reports to track trends and keep senior management informed.
- Created, prepared and delivered reports to various departments.
- Managed company schedule to coordinate calendar and arrange travel.

### **EMPORIUM MALL (CASHER) LHR, PAK.2021**

- Directed incoming calls to internal personnel and departments, routing to best-qualified department.
- Greeted and verified information before directing guests to appropriate areas or answering questions.

## Education

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F.Sc. : **Medical: 2014-2016**

**CAPITAL COLLAGE BAHAWALPUR, Pakistan**

Computer Science: **Basic to Advance, Punjab IT Board Lahore. 2020**

## Languages

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English Urdu Hindi