



AFAQ ARSHAD

CONTACT



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Al Habtoor Tower Al Qasimia
, Sharjah

SKILLS

- Microsoft Office
- Adobe Photoshop CC
- Operational Skills
- Data Management
- Organizational Skills
- Relationship Building
- Customer Service

LANGUAGE

- English
- Urdu
- Punjabi

PROFESSIONAL PROFILE

An energetic, driven and highly motivated professional who has a strong desire to succeed and who possesses the ability to build positive working relationships with customers. I am confident that I have the skills, experience to meet your expectations. I am looking for a demanding and challenging position with a growth-oriented company offering the opportunity for professional experience and a bright future.

WORK EXPERIENCE

Accountant

Jagged & Skin International

Jan 25 - August 10 (Internship)

Assists in designing financial reports and provide trend reporting. Assist in creating budget templates for upcoming budget cycle. Assist in the preparation of journal entries related to monthly General Ledger activity and adjusting journal entries.

- Help prepare invoice and expense reports.
- Check financial documents and journal entries for accuracy
- File documents.
- Workflow Planning
- Provide administrative support as needed.

Admission Officer

Times Consultant (Pvt).Ltd

Nov 2022 - Sep 2023

Follow-up with the student, solving the student queries and handling the registrations. Filling the application forms (University) verifying, them and sending the same to the universities. Maintaining the data of all registered students and their Visa status etc. Ensure timely attainment of all documents and their completion for the Visa process.

- Analyze files and resolve discrepancies in a timely manner.
- Responded to student questions regarding academic requirements and programs.
- Built productive relationships with students and parents to smooth process.

HOBBIES

- Writing
- Photography
- Travel
- Learning
- Sports
- Gym

VISA TYPE

- Visit Visa

- Documented all interviews and updated system databases.
- Interviewed applicants to assess suitability and gather required information.

Operational Officer Trademor (Alibaba.com)

Feb 2021 - Jan 2022

As a Operational Officer, provide the fundamental technology infrastructure and marketing reach to help merchants, brands and other businesses. Also supervise, and train employees, manage quality assurance programs and account handling, and strategize process improvements.

- Data analysis.
- Strategic planning.
- Project Development
- Workflow Planning

Account Manager Golds'N'Gold Fitness

Feb 2019 - April 2020

As a Account Manager making sure each department meets the needs of their clients and customers. Handle customer complaints finds solutions to their issues, and maintain a positive relationship between both parties for future business ventures.

EDUCATION

Master in Accounting and Finance

Virtual University , Sialkot - Pakistan
(Continued)

ADP Accounting and Finance

University of Central Punjab, Sialkot - Pakistan
(2020)

I.Com

Standard College of Commerce, Sialkot - Pakistan
(2018)