



Muhammad Arslan

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Fatimah Bldg. Musallah Park Sharjah

WORK EXPERIENCE

Catkin Engineering as **Account Executive** (Oct-19 to May-22)

Monitoring and checking all financial transactions of the business unit.

Updating and maintaining procedural documentation.

Management/Financial reports on Monthly basis.

Invoice processing and filing.

Controlling credit and chasing debt.

Ensuring payments, amounts and records are correct.

Iqbal Boys Hostel as **Manager** (Feb-19 to Oct-19)

Managing the reservation system to ensure maximum occupancy and maximum revenue

Recruit and train the new members of the guest service team Front desk and back office management

FLA at lulu International Exchange (Oct-22 to Sep-24)

Working as a front line associate at Lulu International Exchange, I have the opportunity to engage with a diverse range of customers, including business professionals, white-collar workers, and laborers. It's an exciting and dynamic role that requires me to adapt to different behaviors and provide excellent customer service. I enjoy the challenge of understanding and meeting the unique needs of each individual, ensuring a positive experience for everyone.

EDUCATION

BBA from COMSATS University ISLAMABAD

2015-2019

COMMERCE from Federal Board

2012-2014

MATRICULATION from M.F.E.C

2010-2012

PROFILE

Objective

Seeking a challenging career in a progressive organization where there is opportunity to enhance my knowledge and skills, leading to growth within organization. Strongly believe that I should be able to give more than what I take.

SKILLS

Skilled in Microsoft Word, Microsoft Excel and PowerPoint

Proficient in cash management Analytical thinker and problem

Solver Adaptability

High level of accuracy

Front desk experience

Negotiation

Interests

Cricket

Travelling

Snooker

Additional

UAE driving license (light vehicle)

Pakistan driving license (LV & motorbike)

Language

English

Urdu (Hindi)

Arabic (Not Proficient)

Punjabi