

MUHAMMAD ARSLAN

Administrator, Supervisor



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Plot 161-D labour Colony Site Area, Hyderabad, Pakistan

➤ Summary

Skilled and results-driven Administrator with over 10 years of professional experience in management, office operations, Document Controlling and team coordination. With 3 years of supervisor experience, I've successfully led and mentored teams, ensuring productivity and adherence to company policies. Additionally, I bring 1 year of hands-on cashier experience, demonstrating strong attention to detail and accuracy in financial transactions. Adept at multitasking, problem-solving, and maintaining high levels of organization, I am committed to delivering operational excellence and fostering a positive, efficient workplace environment

➤ Work Experience

● **Administrator** (Mar 2015 - Present) Mohsin Children Academy High School

Working as an administrator in organization dealing customer services and maintaining documents of each student. Maintain contact between parent and school through internet or phone. Controlling all academic documents, Typing and printing examination schemes & papers.

● **Section Supervisor** (Sep 2022 – May 2024) Dawood Super Mart

Manages store operations by monitoring inventory, organizing staff work schedules, and providing store performance reports. Also procure new stock, manage staff, organize staff meetings, and perform other related duties that ensure the successful running of the store.

● **Cashier** (Apr 2021- Aug 2022) Minimart, Hyderabad

- ✓ Responsible for the credit and debit of the mart, do billings and update pricing in system. Maintaining petty cash and other stuffs like making salaries overlook to the bills of Electricity, water, gas, Internet etc.

➤ EDUCATION

- 3 years Diploma of Associate Engineering (Civil Technology) From STEVTA Karachi
- High School Certificate (Pre-Engineering) from BISE Hyderabad.
- Secondary School Certificate (Science) from BISE Hyderabad

➤ **Other Certificates**

- Basic English Language
- CIT (MS-Office, Intro to HTML 5, Photoshop , Software and Hardware Installation)

➤ **License**

- LTV and Motorbike from Driving license Authority Sindh (41304-7426226-7 #707)

➤ **Personal Information**

- Father Name: Rafi Muhammad Qureshi
- D.O.B: June 27, 1990
- Marital Status: Married
- Nationality: Pakistani
- Passport #: (GQ4912262)