



MUHAMMAD ARSLAN TABASSUM

My Contact

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khidderwala Tehsil Samundri
Dist.Faisalabad Punjab Pk.

🎂 16-06-1994

🇵🇰 Pakistani

PERSONALITY

- Communicative
- Punctuality
- Creativity
- Organized

SKILLS

- Computer Technician
- Store Keeper
- Office Assistant
- Chef Assistant
- Cashier

PERSONAL QUALITIES

- Excellent communication & team work skill.
- Able to work under pressure.
- Honest and sincere approach in duties and responsibilities.
- Well knowledge of operating system and office tools.
- Optimistic and peaceful.

LANGUAGE

- English ●●●●●●
- Urdu ●●●●●●
- Punjabi ●●●●●●

About Me

I want to enrich my knowledge and abilities to serve on the higher-level position and want to work in the challenging environment to become a beneficial employee for the organization.

WORK EXPERIENCE

SECURE PARKING MANAGEMENT, Abu Dhabi-UAE

August 2018 to December 2021

Cashier (CPA)

• Duties & Responsibilities

- Taking numbered tags from customers, locate vehicles, and deliver vehicles, or providing customers with instructions for locating vehicles.
- Issuing ticket stubs, placing numbered tags on windshields, and giving customers matching tags for locating parked vehicles.
- Performing cash handling tasks, such as making change, balancing.
- Explaining and calculating parking charges, collecting fee from customers, and respond to customer complaints.
- Administering all cash collection for facility and maintaining knowledge on all prices for services and managing all emergency situations.
- Managing parking and traffic control in assign area and monitoring all surface and garage parking areas for facility.
- Managing all communication with parking supervisor and identify all visitors and tenants violating rules and provide warnings to same.
- Performing valet duties and manual parking vehicles in assign area.
- Balancing cash records at end of shift and managing parking records.
- Collecting payment either through cash, credit card or validation always securing cash according to the company's standard operating.
- Processing exception transactions (e.g. lost tickets, grace period tickets. etc.) according to company.
- Providing the company's standards of service with each customer including maintaining the required uniform appearance, stating the company greeting, answering questions, resolving issues and thanking each customer upon exit.

Muhammad Arslan Tabassum

MASTER WAY GROUP OF COMPANIES,Dubai-UAE

March 2017 to June 2018

As Office Assistant.

• Duties & Responsibilities

- Greet customers or other personnel of the firm by phone, in person, or through electronic media, including email.
- Handle requests and transactions , or direct the matter or person to the proper department.
- Assist in resolving problems and complaint raised by unsatisfied customers.
- Process applications or form to ensure completeness and accuracy.
- Compute and verify data, fees or payments.
- Enter data and forward paperwork afterword.
- Responsible for departmental supplies and inventories, including tracking status and orders.
- Processed and reviewed routine paperwork and entered data into the database.

SPEED WAY RECYCLE & WASTE MANAGEMENT,AI Ain-UAE,

2 Year's Experience,

As a Storekeeper.

• Duties & Responsibilities

- My duties in this store are including checking inventory handling purchases and returns, keeping. The records and maintenance the image of a company.

EH PLASTIC COMPANY,Ras Al Khaimah-UAE,

1 Year Experience,

As a Office Assistant.

• Duties & Responsibilities

- Greet customers or other personnel of the firm by phone, in person, or through electronic media, including email.
- Handle requests and transactions , or direct the matter or person to the proper department.
- Assist in resolving problems and complaint raised by unsatisfied customers.
- Process applications or form to ensure completeness and accuracy.
- Compute and verify data, fees or payments.
- Enter data and forward paperwork afterword.
- Responsible for departmental supplies and inventories, including tracking status and orders.
- Processed and reviewed routine paperwork and entered data into the database.

Muhammad Arslan Tabassum

PEACH CATERING COMPANY Dubai-UAE

6 Months Experience,

As a Chef Assistant.

• Duties & Responsibilities

- Prepare a variety of food items for cooking.
- Retrieve food items from the fridge or freezer.
- Wash, peel, and /or cut food items, including fruits, vegetables, or certain types of meats.
- Portion or wrap food items or dishes.
- Store food in containers and in the fridge or freezer.
- Weigh or measure ingredients (e.g. Flour,salt,suger,oil).
- Re-fill kitchen condiment bottles and shakers.
- Stack and store food supplies, equipment, or other utensils in the kitchen.

THE RISING COMPUTER COLLEGE KHIDDERWALA PAKISTAN.

March 2011 - Sep.2013

As a Computer Instructor.

• Duties & Responsibilities

- My duties in this institution are Computer Teaching, Computer Repairing and Installation maintain the records, Composing Graphics and Designing.

Education Background

● MATRICULATION IN SCIENCE

Completed in 2010

Board of Faisalabad

1st Division

Total marks/CGPA 741/1100

DIPLOMA IN COMPUTER APPLICATION

★ MicrowSoft Office (Word, Excel, PowerPoint, Outlook)

★ Inpage (Urdu, & Arabic Written Software)

★ CorelDraw , PhotoShop

★ Partition + Windows Installation

- Computer Theory and Programs installations

★ MS Windows

★ Internet & Email

★ Computer Networking

★ Jumps Setting

INTERESTS

➔ Daily Reading Newspapers.

➔ Finding more skills.

➔ Helping others.

Reference will be furnished on demand.