



ARSHAD SHAN MOHAMMED KHAN

Mumbai, Dist. Thane 400612, Maharashtra, India.

Mobile #: +91 9920240817 (Alt +91 9920253469)

Email ID: arshad2418@gmail.com

SKILLS SUMMARY

- Having more than 10+ year's experiences in serving the prestigious organizations performing the diversify roles in different departments.
- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. And accept any position I may assign to broaden my knowledge and skills in different fields.
- A highly responsible, insightful, determined, and enthusiastic quick learner who possesses a considerable amount of knowledge and experiencing in administration.

PROFESSIONAL EXPERIENCE

(Administration Manager)
Universal Construction (Mumbai, India)

02nd May 2022 to 30th April 2024

- Provide standard clerical duties as assigned, including copying, mailing, and communicating with clients.
- Organize meeting schedules for various departments like flats purchasing, selling, rents etc.
- Respond to incoming communications, such as phone calls and emails.
- Provide assistance in filtering and forwarding communications to proper individuals and departments.
- Create written and typed reports, including memos and business letters.
- Assist in handling of human resources activities, including payroll and personnel databases.
- Maintain and order necessary office equipment and supplies, as needed.
- Serve as the liaison between administrative personnel and senior management, communicating needs and concerns so they can be handled expeditiously.

(Administration Manager)
Gallant Hospitality Services LLC (Dubai, UAE)

01st Dec 2019 to 09th Sept 2021

- Provide standard clerical duties as assigned, including copying, mailing, and communicating with clients.
- Organize meeting schedules for various departments.
- Respond to incoming communications, such as phone calls and emails.
- Provide assistance in filtering and forwarding communications to proper individuals and departments.

- Create written and typed reports, including memos and business letters.
- Help organize small to large scale events and provide ongoing assistance during events.
- Assist in handling of human resources activities, including payroll and personnel databases.
- Maintain and order necessary office equipment and supplies, as needed.
- Recruit new administrative employees, then orient, and train them for their specific job descriptions.
- Conduct semi-annual evaluations of administrative personnel and provide guidance about potential improvements in each employee's performance.
- Serve as the liaison between administrative personnel and senior management, communicating needs and concerns so they can be handled expeditiously.
- Select employees for special projects and programs, then oversee their output.

(Visa Manager)

05th Dec 2015 to 31st Mar 2019

La Vena Tours and Travels (Mumbai, India).

- Working closely with Admissions and counselling team to educate them about changing the Visa rules will be process owner for assigned clients and ensuring that they serviced and guided well from start to finish for the visa application process.
- Working closely with Admission and Counseling Team to educate them about changing Student Visa, Tourist & Business Visas Rules Will be the process owner for assigned clients and ensuring that they are serviced and guided well from start to finish of the Visa application process.
- Ensuring complete visa application documentation including all the financial & background related papers.
- Helping team to manage the clients and providing advice in preparing the visa files.
- Liaising with the clients to confirm that everything is done before the visa interview date.
- Liaising with different embassies as and when required.
- Taking appropriate action/ decisions depending on the situation in order to get more visa approvals.
- Undertaking the duties as per the requirement of the business. Train visa applicants and students for visa interview.
- Ensure that record keeping, and reporting requirements are maintained across all visa-controlled categories.

(Visa Manager)
White Pearl Holidays Pvt Ltd (Mumbai, India).

10th June 2014 to 05th Sept 2015

- Working closely with Admission and counselling team to educate them about changing the Visa rules will be process owner for assigned clients and ensuring that they serviced and guided well from start to finish for the visa application process.
- Working closely with admission and counseling team to educate them about changing Student visa, tourist & business visas rules Will be the process owner for assigned clients and ensuring that they are serviced and guided well from start to finish of the Visa application process.
- Ensuring complete visa application documentation including all the financial & background related papers.
- Helping team to manage the clients and providing advice in preparing the visa files.
- Liaising with the clients to confirm that everything is done before the visa interview date.
- Liaising with different embassies as and when required.
- Taking appropriate action/ decisions depending on the situation in order to get more visa approvals.
- Undertaking the duties as per the requirement of the business. Train visa applicants and students for Visa Interview.
- Ensure that record keeping, and reporting requirements are maintained across all visa-controlled categories.

(Visa Consultant)
Global Visa Services (Mumbai, India).

18th Dec 2009 to 08th April 2014

- Make sure that the Visa procedure is completed without any hiccups and overlook the entire process.
- Interview the clients and determine their eligibility as well.
- Ensure timely attainment of all documents and their completion for the Visa process.
- make sure all the information in the documents is precise and make sure everything is legally compliant
- A core responsibility is also to make all the cost quotations regarding the entire process on behalf of the clients and the authorities relevant.
- Keeping up to date with alterations to immigration laws.
- Meeting with prospective and extant clients to gauge which services they require.
- Providing clients with all pertinent documentation. Assisting clients with completion of paper work and ensuring that to submitted on time.

(Executive)
Country Club India Limited (Mumbai, India)

25th Aug 2008 to 16th Sept 2009

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences, and meetings.
- Reviewing sales performances.
- Negotiating contracts and packages.
- Working towards monthly or annual targets.

EDUCATIONAL QUALIFICATIONS

- Completed 3 Years Diploma in Information Technology from Terna Polytechnic of College, Kopar Khairane, Navi Mumbai India (10th June 2004 to 13th July 2007).
- Completed a Project of “Flight Automation System” and got second rank in Project Exhibition (10th March,2007).
- Completed Schooling from Angels Paradise English High School Thane, India (10th March 2004).

COMMUNICATION SKILLS

- Skilled and experienced in multinational business standards and etiquette.
- Excellent written and verbal communication skills.
- Confident, articulate, and professional speaking abilities (and experience)
- Empathic listener and persuasive speaker.
- Speaking in public, to groups, or via electronic media
- Excellent presentation and negotiation skills.

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Marathi (Fluent)

IT & COMPUTER LITERATURE

- Windows & OS.
- MS Office Proficiency.
- Email & Internet.

HOBBIES

- Travelling (Exploring new places)
- Acting
- Playing Cricket

X

Arshad Khan
Administraion Manager