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|  |  | **ARSLAN KHAN**  **Business Administration & Management Professional**  **PROFILE**   * An Ambitious & Qualified Business Administration & Management Professional with 5+ Years of Relevant Skills & Expertise. * Impeccable abilities of Business Administration & Management ranging from Business Management, Administrative Task, Sales Management, Business Development, Marketing & Promotions, Customer Services Management, Clients Relationship Management & Data Management. * Excellent Interpersonal Skills of Leadership includes, Learning Agility, Strategic Thinking, Planning & Delivery, People Management, Change Management, Risk Management and Persuasion & Influence. * Ability to Aim High, Think Smart & Act Fast in Critical Satiations * Looking forward to Excel Career Senior Administrator/ Admin Manager in Services Industry.     **PROFESSIONAL EXPERIENCE**  **Owner/Real Estate Investor (Jan 2014 - Present)**   * Maintaining and managing multiple investment properties. * Invest in distressed or foreclosed properties for rental income as well as for profit selling & rehabilitated foreclosed multi-family properties. * Arrange meetings with money lenders, potential investors and first time home buyers. * Preserve a close relationship with clientele, investors, and business partners to ensure business growth.   **|| Tesco, Huddersfield||**  **Sales Assistant/Customer Services (Sep 2019 - Sep 2020)**   * Greeted and served customers as they enter the store. * Advised and assisted customers in finding products/goods. * Handled complaints or forwarding serious issues to the manager on duty. * Conducted customer’s transactions. * Replenished the supply of stock on the shelves. * Provided assistance with store deliveries. * Excellent phone and written communication skills. * Handled client requests and provided customer services. * Good sales acumen and proven track records of accounts and business growth.   **|| IT Fleet, Colchester ||**  **Vehicle Inspector (Jan 2019 - May 2019)**   * Inspected and entered the condition of the vehicle interior, tires, frame, and mechanical components. * Completed and verified data entry in support of documentation of vehicle condition. * Performed post-sale inspections (PSI) and enter results in the appropriate database. * Ensured all vehicles inspected meet the program standards as defined by the account/contract & communicate when these are not being met. * Maintained current knowledge on manufacturer updates and changes concerning vehicles, body shop labour, rates, and parts and labour charges etc. * Ensured proper follow-through on all directives and maintain strong communication with the team and your supervisor * Completed inspection of arriving vehicles for damage and ensure vehicles inspected meet the program standards as defined by the account or contract. * Complete end of term (E.O.T.) returns. Notify the Inspection manager when a vehicle does not meet the standards as defined by the account or contract.   **|| All-in-One Convenience Store, Manchester ||**  **Manager (Dec 2014 – Jan 2018)**   * Monitored staff attendance and punctuality. * Was responsible for opening and closing of the store. * Liaised with authorities to obtain licenses. * Was responsible for handling queries via email or telephone. * Ensured the store is providing customer service that meets or exceeds customer expectations. * Was responsible for all aspects of the store such as hiring and termination of employees, and pricing and displaying stock. * Ensured that all areas are clean and adhere to the store's clear floor policy and health and safety requirements.   **Key Achievement/Projects**   * Developed & maintained a challenging & difficult new business. Opened a new store and turned it into a running business within 2 months. * Developed & increased sales tremendously within a very short period by providing excellent customer service and by being considerably cheaper than nearby competitors. e.g. clear pricing offers on display outside the storefront. Posting pamphlets around the area and informing potential customers about the store's promotional offers.     **INTERNSHIP**  **|| Thornton and Ross, Huddersfield ||**  **Administrative Assistant (June 2019 – July 2019)**   * Conserved accounts receivable and accounts payable subsidiary ledgers and reconciled to supporting documentation. * Prepared adjustments for journal entries, trial balances and financial statements. Maintained all related records and files as needed by the account team. * Prepared and processed invoices and expense reports. * Ordered and maintained inventory of supplies. * Experienced in campaign creation, writing, proofing, editing, research, and event management with various clients. * Oversaw workflow by monitoring production schedules to ensure projects completed on time. * Automated the production of a policy document by using Microsoft Excel to collate information from various sources. |
| **CONTACT**  **C:\Users\erum khan\Downloads\location000000.png**  United Kingdom  C:\Users\erum khan\Downloads\phone000000.png  +44 7407030555  C:\Users\erum khan\Downloads\mail000000.png  arslan11931@gmail.com  **INTERPERSONAL**  Effective Communication  Strategic Planning  Quick Decision Making  Analytical & Problem Solver  Critical Thinker  Fast Learner  Excellent Leader  Time Manager  Team Worker  Adaptable & Flexible  **PROFESSIONAL**  Administrative Skills  Project Management  Business Management  Sales Management  Business Development  Customer Services Management  Client Relations Management  Marketing & Promotion  Event Management  Marketing Intelligence  Brand Management  Social Media Skills  Negotiation Skills  Data Analysis  Merchandising  Stock Management  Record Management  **IT & TECH**  Microsoft Office Suite  MS Word  MS Excel  MS Power Point  Professional Emailing  Internet Research  Social Media  **EDUCATION**  ***BA (H) Business Management***  University of Huddersfield, Huddersfield  ( 2017 – 2020)  **CERTIFIED COURSES**  ***Level 7 Advanced Diploma***  ***Certificate of Achievement in Admin, Secretarial & PA***  Accredited Certificate by CPD Standard Office (Jan 2021)  ***Level 5 Management And Leadership***  Chartered Management  Institute  (Jan 2017 – June 2020)  ***Certificate of Higher Education Business Management***  The Manchester College  (Jan 2016 – Jan 2017)  **HONOR/AWARD**  ***Dean’s List of Meritorious Performance***  Huddersfield Business School  (July 2019)  **LANGUAGES**  English  **REFERENCES**  Available on demand |  |