



Arsalan Ahamed Ruknuddin Shekre

EXECUTIVE SECRETARY OFFICER / ASSISTANT MANAGER.

Profile

To pursue a challenging and creative career, where i can apply my existing knowledge and creativity and contribute effectively to the organization.

Employment History

Process Executive (Connection Manager), Cognizant Technology Solutions, India, Mumbai

JANUARY 2017 — JULY 2017

Responsibilities:

- Managing and providing broadband connection Management for Telstra, Australia's leading telecommunication company.
- Setting up appointments for the relates and NBN technicians to set up Telstra and NBN networks.
- Contacting Telstra customers to verify their data.
- Mentoring new joiners as it was a pilot process and me along with others were first few to get trained.

Digital Content Developer, GetMyUni Bangalore, India, Bengaluru, India

JUNE 2018 — AUGUST 2018

Develop content using SEO strategies for colleges on Word Press.

- Developing SEO induced content for the colleges on getmyuni.com
- With the help of SEO, ranking up getmyuni.com on Google SERP.
- Social Media Marketting (Facebook, Instagram, Tinder. & YouTube).
- Google Ads.
- Email Media Marketing.
- Educational Marketing Strategies.
- University Leads Generation and Admission.

Personal Assistant to CEO (Assistant Officer), Geo Global Management Sdn Bhd, Kuala Lumpur

OCTOBER 2018 — OCTOBER 2020

- Assisting to the Chief Executive Officer at BRIGHTON INTERNATIONAL SCHOOL, SETIAWANGSA KUALA LUMPUR with delivering high-level, confidential administrative support to the office of the CEO. Moreover, clerical, administrative project-based including scheduling travel, arranging meetings, meeting minutes, handling information requests, preparing reports and liaising with board members & HOD's of Brighton International School.
- Productivity with Social Media Marketing, Ms-Excel and Outlook in real time student record maintenance. Data entry task, visa status monitoring and handling quick master task at any programs the company uses, such as operation, inventory, school events, interior/exterior, B2B, PTA management or team collaboration respectively.
- Including finance task handling basics in accounting, being skilled in writing analyze reports data and having some field experience for legalities and contracts.

Details

ABU DHABI, UAE
+971564632003

arsalanshekre@gmail.com

NATIONALITY

Indian

DRIVING LICENSE

International Permitted

DATE / PLACE OF BIRTH

October, 1993

Karnataka, India

Links

[Arsalan Ahamed](#)

Skills

Software Application Experience

Oracle, MySQL, SQ, C, C++, Java, C# and Microsoft Office

Event Management

Able to Operate Under Pressure

Business Analyst

Employment Legislation

Conflict Resolution

Human Resources Management

Hootsuite Management

Data Modeling

Change Management & Business Transformation (Maturity Model Approach)

Knowledge of Federal and State Laws

International Trade

Hobbies

Money-making, Collecting currency coins, Watching thriller movies, Morning walk and Cooking.

Education

Doctor of Philosophy In Management (P.HD), GEOMATIKA UNIVERSITY COLLEGE

APRIL 2018 — PRESENT

Master of Computer Application (MCA), St. Joseph Engineering College, Visvesvaraya Technological University, Mangalore, India

FEBRUARY 2014 — NOVEMBER 2017

Bachelor of Computer Application (BCA), SDM College of Business Management, Mangalore, India

MARCH 2011 — JANUARY 2014

Extra-curricular activities

Event Managing, Freelance, Bengaluru

JULY 2020 — JULY 2020

- College Annual Gathering, Talent Show & Sponsorship's.
- Master of Ceremony, Wedding & Funeral Ceremony.
- Radio Mir chi 98.5 Red FM - Macho-Man (2010).

Kabbadi State Level Sports team player, Loins Rotary Club, Karnataka, Karwar, India

JULY 2007

Inter-university festival events, Saint Joseph Engineering college, Mangalore, Mangalore

NOVEMBER 2009 — JULY 2017

- Sports - Kabbadi Champion (state level), Cricket, Shot put & Disk throw (state level), Jawline throw (district Level), and Valley Ball (Under Mid).
- Theater - Actor, Singer, Ice-breaker, Choreographer, Designer, Host and Maker.

Courses

A1 English voice and Training,, Cognizant, India.

JANUARY 2017 — FEBRUARY 2017

I-point English Gesture & Posture learning, Saint Joseph Engineering College, Mangalore.

AUGUST 2015 — NOVEMBER 2017

Internships

Digital Marketing, GetMyUni, Bengaluru

APRIL 2018 — MAY 2018

References

Prof. Satyendre Bhat from Saint Joseph Engineering College, Mangalore

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Languages

English

Hindi

Urdu

Kannada

Bahasa Malayu

Marathi

Gujarati