






ARSHAD KHAN

CONTACT

 Dubai, UAE

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 aarshedkhan12@gmail.com

PERSONAL DETAILS

Nationality: Pakistan
Gender: Male
Date of birth: 24-03-1999
Marital Status: Single
Passport No: AA6993021
Visa Status: Cancelled residence

SKILLS

- Microsoft Office proficiency
- Results-orientated
- Dedicated team player
- Professional and mature
- Self-directed
- Strong interpersonal skills
- Document retrieval
- Problem resolution
- Multi-line phone systems
- Detail-oriented

LANGUAGES

English

Hindi

Urdu

CAREER OBJECTIVE

Motivated person with exceptional customer service and engagement skills. Energetic, results-oriented team-player eager to bring strong administrative skills to growing company in need of top-level support. Looking for a suitable position with an organization where can utilize the best of my skills and abilities.

WORK HISTORY

Office Messenger /Personal Driver 2021 - Current
Hilali Light Indusrtry - Sharjah, UAE

- Conducted size cubing with high accuracy and precision.
- Employed safe loading techniques to load and unload packages with zero material damage.
- Improved delivery vehicle storage systems, optimising order capacity whilst maintaining package quality.
- Minimised complaints by maintaining clear communication with customers, promptly advising of schedule changes.
- Fostered positive working relationships with customers, knowledgeably responding to delivery questions and concerns.
- Reported delivery goods and document errors to management, enabling prompt resolution.

Office Assistant 2018 - 2021
Wade Adams Construction LLC - Dubai, UAE

- Sorted and distributed incoming mail to correct recipients throughout busy office environments.
- Handled daily office operations, maintaining smooth-running front-of-house services.
- Managed day-to-day admin, including file organisation, spreadsheet development, report writing and document scanning.
- Received and screened high-volume internal and external communications, including calls, email and mail.
- Maintained all office files, both electronic and hard copies.

Salesman 2016 - 2018
Universal Mobile Shop - Islamabad, Pakistan

- Used outstanding product knowledge, sales abilities and customer relations skills to drive substantial profit increases.
- Accurately and efficiently accepted and processed cash, cheque, card and mobile payments using POS systems.
- Provided service with a smile, offering courteous, helpful advice to best meet customer needs.
- Met customers and offered assistance with selecting merchandise, finding accessories and completing purchases.

EDUCATION

Certificate of Higher Education

High Secondary School - Islamabad, Pakistan

6th to 10th grade

The Fazlehad College Mardan - Islamabad, Pakistan

11th to 12th grade

Muslim School and College - Islamabad, Pakistan

UAE DRIVING LICENSE DETAILS

License No : 3958628

Place of Issue : Dubai

Date of Issue : 17/09/2019

Date of Expiry : 17/09/2025

Vehicle Type : Light Vehicle(3)

DECLARATION

I hereby to certify that the above information listed beyond my knowledge is true and correct base on my capabilities, values, skills and effort, further with this my highly expectation to given me a chance to be part of your business world and to build a career path for better individual.

Arshad Khan