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MUHAMMAD ARSALAN

Shah villa opposite Police colony Nasir Bagh road Board Peshawar

Objective

To find a good position in an organization

Experience

City Hostel for Boys Peshawar

2016 - 2019

Warden

- Implemented cost-saving initiatives that reduced overall expenses without compromising quality or guest experience.
- Established positive relationships with guests, fostering repeat business and generating word-of-mouth referrals.
- Streamlined hostel operations for increased efficiency and improved overall performance.
- Negotiated favorable contracts with suppliers while maintaining quality standards of products used in the hostel's daily operations.
- Monitored facility maintenance, ensuring a clean, safe, and welcoming environment for guests.
- Coordinated community outreach programs to strengthen ties between the hostel and local community organizations.
- Evaluated employee performance regularly through feedback sessions aiming at continuous improvement within the workforce.
- Maintained accurate financial records and provided timely reports to management on revenue generation, expenses, and budgeting activities.
- Trained new employees on hostel policies, procedures, and best practices to ensure consistently high-quality service delivery.
- Assisted in conflict resolution among guests or staff members when necessary while maintaining a professional demeanor at all times.
- Elevated hostel reputation with proactive marketing strategies and effective communication skills.
- Conducted random inspection of hostel's policies by visiting and checking rooms for adherence to cleanliness and hygiene standards.
- Oversaw reservations received from direct calls and provided room availability information to travel sites such as Expedia.

Private School

2020 - 2023

English subject Teacher

- Developed strong relationships with students, fostering a positive learning environment for all.
- Provided individualized support for struggling students, helping them achieve academic success.
- Participated in professional development opportunities, staying current on best practices for teaching and learning.
- Collaborated with fellow interns and experienced teachers to develop effective strategies for classroom management.
- Served as mentor to students, answered questions, provided tutoring services and offered one-on-one lesson reviews.
- Assessed student progress regularly, adjusting instructional strategies as needed to best support individual learners.
- Distributed and collected assignments and paperwork from students.
- Handled clerical duties such as typing, filing, copying and preparing instructional material for students.

- Monitored classrooms for safety and good behavior, offering students positive reinforcement to maintain discipline.

Own	2016 - present
Driving	
	• Followed all relevant traffic laws and safety regulations. • Cleaned and maintained vehicle and assessed vehicle for damage after each shift. • Achieved safe driving records by consistently following traffic rules and regulations. • Followed proper safety procedures and protocols while loading, unloading and operating vehicles. • Reduced fuel consumption through strategic route planning and efficient driving techniques. • Delivered goods and products to customer on time and in excellent condition. • Utilized GPS and other navigation tools to plan routes and stay on schedule. • Improved customer satisfaction by maintaining punctuality and adhering to strict delivery schedules. • Completed routine pre- and post-trip inspections to evaluate vehicles and assess maintenance needs. • Upheld high standards of cleanliness within the vehicle's interior/exterior appearance, providing a professional image for the company at all times. • Enhanced vehicle longevity with regular maintenance checks and repairs as needed. • Maintained accurate delivery records, ensuring all packages were accounted for and delivered to the correct recipients. • Demonstrated strong knowledge of geography and local roads for optimal route selection. • Provided exceptional customer service, addressing concerns and resolving issues promptly. • Streamlined vehicle inspection process before each shift with thorough checklists to identify potential issues proactively. • Increased productivity by assisting in loading/unloading vehicles when necessary, expediting the delivery process.

Education	Frontier Children Academy Hayatabad Peshawar Matriculation 2009-2019 — 84%
	Government Degree College for boys Hayatabad Peshawar Fsc 2019-2021 — 80%
	University of Peshawar Bachelor Studies in English literature 2021- running — 3.10 CGPA

Skills	• Equipments Operation Material Transport City and non City Driving Order picking and transporting Shipping and Packing GPS and Root planning Vehicle Inspection Commercial Driving Transportion Problem solving Excellent Communication Decision Making Team work and Callaboration Planning and Coordination Organization and Time Management Self Motivated
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Flexible and adoptable
Active Listening
Written Communication
Good Telephone Etiquettes
Critical thinking
Data Entry
Good Interpersonal Communication

Language

English

S.R.W Upper intermediate , Pashto
S.R.W Excellent, Urdu
S.R.W Upper intermediate

**Achievements
& Awards**

English proficiency
Driving License

Signature:



Muhammad Arsalan