

Arslan Shahid

(Professional Resume)



Address: Health & Accident Insurance, State Life Building 2- Liaqat Road, Faisalabad, Pakistan.

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CAREER ASPIRATION

To work with a dynamic and reputed organization that offers versatile opportunities for comprehensive career building and skills development by serving in a professional work environment. Seeking a challenging position in a growing organization where acquired skills and knowledge will be utilized towards continued growth and development.

PROFESSIONAL CAREER SUMMARY

Organization	Time Period	Nature Of Job
Prime HR	2022 to Till	Working As <u>PS to Chairman(Z.H)</u> in H&AI with following enriched working areas. Health & Accident Insurance (Prime Minister National Health Card) ○ Interoffice correspondence. ○ Good organizational and time management abilities. ○ Drafting noting and letters. ○ Record management regulatory documentation. ○ Schedule meetings, appointments, and travel arrangements. ○ Team Collaboration operational Support.

Professional Experience:

- Coordinate daily office activities and ensure smooth workflow.
- Managed Chairman (zonal Head) daily schedule, including meetings, appointments, and travel arrangements
- Handled all incoming calls, emails, and official correspondence on behalf of the Chairman (Z.H)
- Prepared and drafted official documents, reports, letters, and meeting minutes
- Prepare professional reports, presentations, and meeting minutes to support management in planning and decision-making.
- Maintained confidential records and handled sensitive information with discretion
- Arranged and organized meetings, including preparing agendas and follow-up actions
- Managed office files, documentation, and record-keeping systems efficiently
- Dealt with visitors and ensured proper communication flow between Chairman and staff
- Time management and multitasking skills.
- Monitored pending tasks and ensured deadlines were met on time
- Coordinated with different departments to ensure smooth communication and timely task completion
- Strong attention to detail and accuracy.
- Prepare letters, notices, emails, and official correspondence

PROFESSIONAL & ACADEMIC QUALIFICATION			
Qualification	Year	Institute	Grade
BSCS(Computer Science)	2018-2022	The university of Faisalabad	2.93 71.02%
DAE(Electrical-Engineering)	2015-2018	Sitara institute of Management & Technology Campus-1 Faisalabad	75%
Matriculation (science)	2009-2011	Sandal College Faisalabad	58%

KEY SKILLS

Personal, Leadership and Team Management

- Proactive with superior oral and written communication and interpersonal skills.
- Capable of working in a multitasked, fast paced and changing environment.
- Well-developed leadership, organizational, analytical and problem-solving skills.
- Highly trustworthy, discreet and ethical.

OTHER SKILLS

- Microsoft word
- Microsoft PowerPoint
- Database expertise
- Microsoft Excel
- Power BI

PERSONAL INFORMATION

Father’s name	Shahid Bashir
Date of birth	05-01-1996
Marital status	Single
Gender	Male
Nationality	Pakistan
Hobbies	Cricket, Badminton,
Languages	English, Urdu, Punjabi,
Permanent address	Chak NO. 190, (R.B), Krari, Tehsil: Faisalabad District: Faisalabad Sadar

REFERENCE

References will be furnished on demand...