



Arslan Zahid

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CONTACT

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WORK EXPERIENCE

1 MAR 2021 – 8 JAN 2024 Lahore, Pakistan

Business development executive Trade Unleashed

Experienced in analyzing business needs, generating leads, and maintaining strong relationships with customers and stakeholders. Skilled in cold calling, managing client queries, and ensuring regular follow-ups. Proficient in documenting daily tasks in HubSpot, coordinating with other departments to fulfill customer requirements, and briefing software developers on market needs. Adept at training and assigning tasks to team members while keeping track of competitor updates to drive business growth. Strong ability to foster collaboration and streamline communication across teams for improved efficiency and customer satisfaction.

Business or Sector Other service activities | **Department** Sales and Operations |

Email info@tradeunleashed.com | **Website** <https://tradeunleashed.com/>

23 JAN 2024 – CURRENT Pakistan

Admissions officer Air University

Experienced in student recruitment and counseling, managing application processing and evaluation with accuracy and efficiency. Skilled in communication and coordination, ensuring seamless collaboration between departments. Proficient in record-keeping, reporting, and organizing admission events to enhance engagement. Adept at implementing policies, ensuring compliance, and providing student support and post-admission assistance. Committed to continuous improvement and professional development to enhance processes and service quality.

Business or Sector Education | **Department** Admission and Registration |

Website <https://www.au.edu.pk/>

EDUCATION AND TRAINING

7 SEP 2016 – 7 SEP 2020 Gujrat, Pakistan

Bachelor of Business Administration University of Gujrat

Website <https://uog.edu.pk/main.php> | **Field of study** Bachelor of business administration, Management and administration | **Final grade** 3.01 |

Level in EQF EQF level 6

LANGUAGE SKILLS

MOTHER TONGUE(S): Panjabi; Punjabi | Urdu

Other language(s):

English

Listening C1

Reading C2

Writing C1

Spoken production B1

Spoken interaction B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word | Microsoft Powerpoint | Microsoft Excel | Outlook