



Arslan Aslam

Tahir Town, D.G khan

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- & Social Security Hospital Intern Oct 2022-Jan 2023
 - & Assisted with daily administrative tasks, data logging, and patient record management.
- & Word Sense by Chat Chat Support Representative Apr 2024-Dec 2024
 - & Managed 3+ simultaneous multi-channel chat queues, maintaining a 95% fast response time and clear written communication.
 - & Utilized data entry skills to log interaction details accurately into the company CRM.
- & Daewoo Waste Buster Complaint Resolution Officer Apr 2025-Dec 2025
 - & Efficiently managed and resolved 100+ client complaints daily via phone and email, significantly boosting customer satisfaction ratings.
 - & Coordinated with field teams to ensure timely resolution of complaints received from citizens, Special Branch, and SMU.
 - & Maintained accurate digital logs of customer issues and coordinated with internal departments to solve problems quickly.
- & Rehman Surgical Hospital Lab Technologist Dec 2025-Present
 - & Managed patient records, scheduled appointments, and ensured strict compliance with quality control standards.
 - & Organized and maintained laboratory documentation and inventory.

Education

- Garrison Pak Boys High School Matriculation A 2015-2017
- Superior Group of College Intermediate A 2017-2019
- The Superior University, Lahore Bachelor of Medical Lab Technology A 2019-2023

Skills

- & MS Office (Word, Excel).
- & Communication.
- & Record Management.
- & Problem Solving.
- & Conflict Resolution.