



# ARSLAN ASLAM



## About Me

Enthusiastic and professional.

Experienced administrative assistant with training with a wide range of office administration task.

Able to work under pressure and collaborate with a team.

Successful record of fielding phone calls, providing information to client and acting as liaison between departments.



## Experience

Dec 2021 - Feb 2022

Nabi Qasim Pharma | Helper

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## Education

2018 - 2020

Govt Institute Of Commerce Chaubara Layyah | D.com

Accounting

Computer IT

State Math

-- 2017

New Haq Bahoo Public High School | Matric Science

-- 2021

Govt Institute Of Commerce Chaubara | CIT

## Contact Me



03404265264



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Landhi  
Karachi, Pakistan

## Other Info

## Languages

Punjabi, Urdu, Pashto, English

## Interest

Music, Travelling

## References

upon request