ARSALAN ISTIKHAR MUHAMMAD

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ABOUT ME

A highly motivated and results-driven professional with extensive experience in administrative, managerial, and financial roles across diverse industries. Proven ability to adapt to different organizational environments while ensuring operational efficiency, financial accuracy, and customer satisfaction. Strong leadership, problem-solving, and communication skills, with a commitment to excellence in every role undertaken.

Key Expertise:

- Office Administration & Operations Management
- Financial & Accounts Management
- Retail & Showroom Management
- Customer Service & Banking Operations
- Team Leadership & Staff Supervision

SKILLS

- Management ,Administration, General Office Work
- Accounting, Retail, Bookkeeping, Banking
- Microsoft Office, Retail Pro, Zoho, Dynamic365, Symobl (Core Baking System), QuickBook

LANGUAGES

- English
- Urdu
- Pashto

PERSONAL DETAILS

Nationality	Date of birth	Visa status
Pakistan	20 Feb 1989	Freelance Expiry Feb 27

WORK EXPERIENCE

Office Administrator | Al Aux Group Project Management Services LLC | Dubai,UAE | Jul 2022 - Sep 2024

Administrative & Office Management

- Overseeing daily office operations to ensure efficiency and smooth workflow.
- Managing office supplies, procurement, and vendor coordination.
- Handling correspondence, emails, and phone calls on behalf of the company.
- Organizing and maintaining company records, documents, and files.

HR & Employee Support

- Assisting with HR-related tasks such as employee records management, leave tracking, and on boarding new staff.
- Coordinating payroll support activities and employee benefits administration.
- Managing office attendance and ensuring compliance with company policies.

Finance & Accounts Assistance

- Handling petty cash management and office expenses.
- Assisting the finance team with invoice processing and payments.
- Preparing reports and maintaining financial records as required.

Coordination & Communication

- Acting as a liaison between departments, senior management.
- Scheduling meetings, and preparing reports or presentations.
- Supporting the implementation of company policies and administrative procedures.

Compliance & Documentation

- Ensuring compliance with UAE labor laws and company policies.
- Assisting with regulatory filings and documentation as needed.
- Managing legal and official documents such as trade licenses, visas, and contracts.

Showroom Manager | Grande Kitchen | Islamabad, Pakistan | Apr 2020 - Mar 2022

As a Showroom Manager oversees daily operations, ensuring excellent customer service, efficient sales performance, and proper merchandise display.
Manage staff, maintain inventory, and implement strategies to drive sales and meet business targets.

FLOOR MANAGER | Gul Ahmed Textile Mills Ltd | Mardan, Pakistan | Oct 2016 - Dec 2019

As a Floor Manager oversees daily operations in a retail outlet, ensuring smooth service, customer satisfaction, and staff coordination.
handle team supervision, inventory management, and resolve customer issues efficiently.

ACCOUNTS MANAGER | Al Raziq Traders International | Islamabad ,Pakistan | Jul 2015 - Oct 2016

As a Accounts Manager oversees manufacturing accounting inquiries, prepares financial reports, manages expenses, and operates the company's computerized booking system. also handle general entries and draft routine correspondence.

Universal Teller | United Bank Limited | Nowshera, Pakistan | Nov 2013 - Jun 2015

As a Universal Teller at United Bank handles a wide range of banking transactions, including deposits, withdrawals, and account inquiries, while ensuring excellent customer service. also assist with basic financial services, promote bank products, and maintain accurate records .

REFERENCE

Mohamed Omar | Meer Group, Dubai UAE | +971 50 5972913,56 5454623

EDUCATION

Master Business Administration, Abdul Wali Khan University, Mardan, Pakistan, | 2012