

ARSALAN

ARSHAD



Father Name

MUHAMMAD ARSHAD

Date of Birth 03/06/1996

NIC No. 33401-0412846-5

Passport No.

Nationality. Pakistani

Marital Status. Unmarried

Religion. Islam

CONTACT

Address:

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Islamabad

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LANGUAGES

English

Urdu

Punjabi

OBJECTIVE

Looking for challenging, creative, tough and respectable job so that I, could utilize my abilities and skills in the professional life.

WORK EXPERIENCE

09/2017 – 05/2022

Assistant Dispatch Clerk who is well-versed in the latest computer software designed to make dispatching more efficient. Adept at planning cost-effective delivery routes handling emergency situations and coordinating with a team to offer immediate dispatch services. Specializes in trucking and emergency response teams.

- Exceptional eye for detail
- Strong organizational skills
- Very computer savvy
- Assume responsibility for immediately addressing safety concerns.
- Received material coming into the building by vendors, customers, or other warehouses accurately and promptly.
- Verifies the quantity and description of materials received by checking merchandise against the packing list .
- Prepares a receiving report if none is available.
- Assembles and fills orders to be shipped to customers or other divisions.
- Loads common carrier and company vehicles.
- Verifying that the merchandise to be shipped is correct, following customer shipping instructions the shipment when necessary.
- Gathers assembled orders that are in carts and verifies their quantities and descriptions. Counts and writes total quantity of merchandise being shipped on the invoice.
- Packs each order into a container and arranges the container onto a shelf according to truck route.
- Stocks incoming orders onto shelves .
- Verifies quantities and items being shipped against the invoice.
- Makes deliveries as needed.
- Able to utilize complex instructions .
- Excellent analytical and planning skills .
- Perform basic mathematical calculations in order to accurately complete job tasks.
- Able to write and read routine reports or job orders. Ability to speak effectively with customers or employees within the organization.
- Able to organize and prioritize job tasks and requirements .
- Works well as part of a team .
- Able to work any shift .
- Excellent attendance record .

05/2016 – 09/2017

Electrical Technician with exceptional problem solving and troubleshooting skills seeking a position in which these skills can be utilized and enhanced for the betterment of the company.

- Excellent knowledge of the installation and maintenance of electrical systems and equipment
- Understanding of all the applications of electrical engineering
- Great teamwork abilities on group projects
- Excellent attendance record
- Excellent communication skills when working with others
- Able to effectively communicate with co-workers to aid in satisfying customer requirements.
- Excellent monitoring and servicing system , completing reports .

EDUCATION

2013 - 2016

Diploma of Associate Electrical Engineering from Punjab Board of Technical Education Lahore . Division - **1st**

2012 - 2013

Matric with science from Federal Board of Intermediate and Secondary Education Islamabad . Division - **2nd**

Professional Education

Electrical Wiring Course

REFERENCES

Will be provide on Demand .