



# ARSALAN ASHRAF



## OBJECTIVE

To Work in a Dynamic, Challenging Team Work Environment to Achieve a Suitable in the Field of Finance and Information Technology



## EXPERIENCE

### WWF PAKISTAN

**08-Apr-2022 - 31-Mar-2024**

Operation Assistant

#### Job Responsibilities:

Major Task:



#### Accounts & Finance

- 1. Manage Cash Book & Bank Book
- 2. Manage all Accounting Transaction
- 3. Reconcile Accounts Payable and Receivable
- 4. Prepare Bank Reconciliation Statement
- 5. Prepare Cash Reconciliation. Statement
- 6. Ensure Timely Vendor's Payments
- 7. Compute Tax and Prepare Tax Returns
- 8. Process Invoices



#### Administration

- 1. Assest Management
- 2. Prepare Staff Overtime
- 3. Prepare Staff Travel Claim
- 4. Prepare Vehicle's Monitoring Report
- 5. Office Repair and Maintinance
- 6. Organize Events



#### Office Procurement



#### Human Resource

- 1. Employees New Joining
- 2. Prepare Staff Attendance
- 3. Prepare Staff Salary
- 4. Record Keeping



## CONTACT

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Shuja Abad District Multan,  
Pakistan



## SKILLS

MS Office

Team Work

Work Under Stress

Can Do Attitude

Team Management

Email and Internet

Time Management



## ACHIEVEMENTS & AWARDS

Appreciation Letter for Digital  
Birth Registration Facilitator



## LANGUAGES

Urdu, English



## REFERENCE

Will Be Provided on Demand -

## Oware Technologies

26-May-2023 - 31-Dec-2023

Shift Supervisor

### Job Responsibilities:

Major Task:

- Successfully Manage 27K+ Sq Ft of Warehouse Space, ensuring Efficient Operations
- Manage Major Client **Pepsico**
- Oversaw end-to-end Supply Chain Management for both B2B and B2C Operations
- Achieved High Customer and Retention rates through Excellent Service
- Familiar on Supply Chain Management, Warehouse Management, Operation Management & Customer Service
- Smoothly Manage Inbound / Outbound Operation
- Implemented and adhered to Daily, Weekly and Monthly KPIs to drive Performnace

## AGAHE PAKISTAN (A Non-Banking Microfinance Company)

06-May-2021 - 07-Apr-2022

Data Entry Officer

### Job Responsibilities:

Major Task:

- Client Registration
- Loan Disbursement
- Data Entry
- Record Keeping
- Recovery & Reports

## Ask Development/ Unicef

01-Jun-2019 - 30-Nov-2020

Data Entry Operator

### Job Responsibilities:

Major Task:

- Visit Union Councils on daily Basis
- Insert Birth Data in DBR (Digital Birth Registration) Dashboard
- Organize Seminars and Awareness Sessions.
- Weekly, Monthly Reports

## Bank Alfalah

04-Aug-2017 - 14-Sep-2017

Intreneee

### Job Responsibilities:

Major Task:

- Account Opening
- Clearing
- Remittances
- Accounts

## Prime Minister Youth Training Scheme

15-Jul-2016 - 30-Jun-2017

Internee Clerk

### Job Responsibilities:

Major Task:

- Cash Management
- Data Entry
- Student Enrollment & Documentation
- Record Keeping



## EDUCATION

### Bahauddin Zakariya University Multan, Pakistan

2015

Master of Commerce

1st Division

### Bahauddin Zakariya University Multan, Pakistan

2013

Bachelor of Commerce

1st Division

### Board of Intermediate and Secondary Education Multan, Pakistan

2011

F.S.c (Pre-Engineering)

1st Division

### Board of Intermediate and Secondary Education Multan, Pakistan

2009

Matric

1st Division



## CERTIFICATE

03 Month Training Certificate about Computer Application and Office Professional awarded by Punjab Vocational Training Council Lahore



## ACCOUNTING SOFTWARE

- Sage ERP ACCPAC
- MIS PMIFL
- LMS
- MIS/ FIS
- COC for Warehouse Operations