



CONTACT

+92-3110091490

Street#3 House #2624 Chowk
Gari Khana inside Lahori Gate,
Peshawar

arsalan.khan4910@gmail.com

BIOGRAPHICAL INFORMATION

Father name:

Ghulam Mustafa

CNIC:

17301-5273551-3

D.O.B:

22nd April 1995

Religion:

ISLAM

EDUCATION

2014
HSSC SCIENCE
Sarhad Islamia School, Peshawar

2016
FSC Pre ENGINEERING
Iqra School & College, Peshawar

2019
BA
University Of Engineering

Continue
MA Islamiat

ARSALAN

MA ISLAMIAT

To obtain a challenging position in a reputable organization where my experience as an IT Technician, Customer Representative, and Reporting Officer can be utilized to contribute to the growth and success of the company while also providing me with opportunities for professional growth and development.

EXPERIENCE:

Sep 2019 - April 2020
Frontier Diagnostic Centre
IT Technician

As an IT technician, I have gained extensive experience in providing technical support and maintaining IT systems. My primary responsibilities include troubleshooting and resolving hardware and software issues, installing and configuring operating systems, and managing network infrastructure. I have also been responsible for maintaining IT security by ensuring that all systems are up-to-date with the latest security patches and protocols.

May 2020 - April 2021
ZRK Groups
Customer Service Representative

As a customer service representative, I have developed exceptional communication and problem-solving skills, enabling me to deliver outstanding service to customers. With a customer-centric approach, I have consistently exceeded performance targets, resolved complex issues, and built strong relationships with clients. My ability to empathize with customers and resolve issues quickly and efficiently makes me an invaluable asset to any customer-focused organization.

Present
Frontier Platinum Groups
Reporting Officer

As a Reporting Officer, I have honed my skills in data analysis, report writing, and project management. My primary responsibilities include gathering and analyzing data, generating reports, and presenting insights to key stakeholders. I have developed strong analytical and critical thinking abilities, allowing me to identify trends, patterns, and areas for improvement.

SKILLS:

- ✓ Technical Proficiency in IT
- ✓ Excellent Communication
- ✓ Strong Analytical and critical Thinking
- ✓ Proficiency in Microsoft Office
- ✓ Adaptability and Flexibility
- ✓ Independent working
- ✓ Strong attention to Details
- ✓ Time Management and task prioritization
- ✓ Working under pressure following sop's

REFERENCE:

upon request