



# Arslan Aslam

## PERSONAL INFORMATION

- > **CNIC:** 82303-6382470-9
- > **Father's Name:** Muhammad Aslam Qureshi
- > **Nationality:** Pakistani
- > **Domicile:** Poonch AJK
- > **Marital status:** Single
- Born:** 28-09-1998

## HOME ADDRESS

Village Singola P.O & Tehsil Rawalakot  
District Poonch.

## CONTACT DETAIL:

0345-7929564

### Email:

[arslanaslam71666@gmail.com](mailto:arslanaslam71666@gmail.com)

## PERSONAL SKILLS

- Time management
- Proactive and assertive
- Flexible & approachable
- Ability to multi-task
- Ability to work as part of a team
- Not getting bored easily
- Having a lot of patience
- Ability to remain calm in stressful situations
- Culturally aware and sociable
- Basic computer knowledge
- Good command on English reading writing and speaking
- Excellent communication skills
- Highly motivated and ambitious
- Respectful of others

## LANGUAGES

- English
- Urdu

## REFERENCES

- Available on Request

## OBJECTIVES

Selecting challenging and responsible position, where my education, abilities and skill can be fully and effectively utilize, which offer opportunities of growth, acquire more knowledge and serve building nation.

## EDUCATIONAL DETAIL

### M.Com

**University:** University of Poonch Rawalakot  
**CGPA:** 4.00/3.52  
**Passing Year:** 2022

### B.Com

**University:** University of Poonch Rawalakot  
**Division:** 1st  
**Passing Year:** 2019

### Intermediate (I.Com)

**Board:** BISE Mirpur AJK  
**Division:** 2nd  
**Session:** 2017

### Matriculation (Science)

**Board:** BISE Mirpur AJK  
**Division:** 1st  
**Passing Year:** 2015

## PROFESSIONAL COURSES

- 06 month course of **Professional Computer** from **Vocational Training Institute.**
- 06 Months Course of **English Language** From **Vocational Training Institute.**

## WORK EXPERIENCE

- 02 Months **Internship** From **NRSP Regional Branch Rawalakot.**
- 2 Years as An AR specialist in MTBC Bagh
- 1 year as Medical Biller in Providerscare billing.

## KEY SKILLS AND COMPETENCIES

- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and Key skills.
- Ability to maintain confidentiality.
- Ability to multi task and manage conflicting demands.
- Attention to detail and a high level of accuracy.
- Ability to work closely with colleagues and senior staff
- Leaderships capabilities