



# Arsalan Nazeer

## Profile Summary

Enthusiastic and results-driven professional seeking challenging opportunities within a forward-thinking organization. With a relentless commitment to excellence and a passion for tackling complex tasks, I am poised to deliver optimum performance and make a meaningful impact on both individual projects and overall organizational success.

## EDUCATION

**Matric (Science)** **2014**

Board of Intermediate & Secondary Education Multan

**D.com** **2016**

Punjab Board of Technical Education Lahore

**B.com** **2018**

Bahauddin Zakariya University

## Professional Experience

**Cashier** **01-02-2021 to 30-05-2022**  
**Muhammadi Auto (Hafiz Plaza Tehseen Autos Honda Maisi)**

Proficient in handling cash, counting money accurately, and providing correct change to customers.

Experience with various POS software and hardware for processing transactions, including ringing up sales, handling payments, and processing returns.

Knowledge of various payment methods, such as cash, credit cards, debit cards, mobile payments, and checks.

Competent in operating cash registers, managing cash drawers, and reconciling at the end of a shift.

Proficiency in issuing printed receipts and ensuring accuracy.

Strong mathematical skills for quick and accurate calculations, especially during busy periods.

Excellent customer service skills, including a friendly demeanor, active listening, and the ability to address customer inquiries and issues.

Effective verbal and written communication skills for interactions with customers and colleagues.

A keen eye for detail to prevent errors in cash handling, transactions, and item pricing.

Efficiently managing tasks, handling multiple customers, and ensuring timely checkout.

Ability to resolve customer concerns, process returns, and handle discrepancies with professionalism.

## Graphic Designer

### Freelance Graphic Designer

Self-Employed | 2017 to Present

Worked with a diverse clientele to fulfill design projects on a contract basis.

Managed all aspects of the design process, from client consultations and project briefs to design execution and delivery.

Developed and maintained strong client relationships, resulting in repeat business and referrals.

Created a portfolio of design work that showcased versatility and creativity in design solutions.

**Ginnastic Health Center** **June-2022 to Dec-2023**

Collaborate with clients and internal teams to understand design requirements and project objectives.

Create visually appealing and effective graphic designs, including logos, branding materials, marketing collateral, and digital assets.

Execute design projects from concept to final production, ensuring adherence to brand guidelines and high-quality standards.

Use industry-standard software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) to create and edit graphics.

Incorporate feedback from clients and stakeholders to refine designs and deliver exceptional results.

Manage multiple design projects simultaneously, meeting deadlines and maintaining project timelines.

Stay updated on design trends, emerging technologies, and software updates to enhance design capabilities.

Collaborate with cross-functional teams, including marketing, web development, and copywriting, to deliver integrated design solutions.

Assist in the development of design concepts for marketing campaigns, product launches, and promotional materials.

Provide guidance and mentorship to junior designers, fostering a collaborative and creative work environment.

## Contact

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Marital Status : Single

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Town Phase 1 Lahore, PunjabTown

## Computer Operator

Ginnastic Health Center

June-2022 to Dec-2023

Operate and monitor computer systems, servers, and related equipment to ensure they function efficiently and without interruptions.

Execute batch processing and job scheduling tasks using system automation tools and scripts.

Perform routine system checks to verify hardware and software functionality, including disk space, memory usage, and network connectivity.

Troubleshoot and resolve hardware and software issues promptly, escalating complex problems to the appropriate technical support personnel.

Monitor system error logs and alerts, taking proactive measures to prevent system failures and downtime.

Manage backup and recovery procedures to ensure data integrity and disaster recovery readiness.

Maintain and update system documentation, including operating procedures, troubleshooting guides, and hardware/software inventories.

## TECHNICAL SKILLS

→ Adobe Suite

Photoshop, Illustrator, In Design

→ Coding

HTML, CSS, Javascript

## COMPUTER SKILLS

**3 Months Certificate of** Government of the Punjab

→ Basic IT Literacy

Operate Computer, Keeping Email Record,

Prepare Official Letters, and Internet Surfing

→ MS Office

(MS Word, MS Excel, MS Power Point, MS Outlook)

## KEY ACCOUNTABILITIES

→ Execute the day-to-day tasks and duties associated with the job role effectively and efficiently

→ Work towards achieving personal and team goals that align with the organization's objectives and mission.

→ Manage time and prioritize tasks to meet deadlines and deliverables.

→ Ensure that work produced meets quality standards, complies with regulations, and aligns with organizational standards and expectations.

→ Communicate effectively with colleagues, superiors, clients, or stakeholders, both verbally and in writing.

→ Identify and resolve challenges or issues within the scope of the job using critical thinking and problem-solving skills.

## SKILLS

Leadership Skills

Managing inventory.

Manage the team.

Strong communication

Interacting with the customers.

Good Negotiation Skills

Highly Responsible and Reliable

Recruiting qualified employees for the team.

## HOBBIES

Book Reading

Science and Astronomy

Gardening

Fitness and Exercise

Board Games and Puzzles

Coin Collecting

## LANGUAGES

→ Urdu → Punjabi → English → Shorthand