

Arslan Ahmad



Personal Profile

Address: Muslim Street, Munirabad, Near Barrier 3 Wah Cantt
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Objective

Experienced Operations Manager and Web Developer with over 10 years in education, logistics, and IT. Proven ability to manage complex operations, build custom software solutions, and lead digital transformation initiatives. Skilled in logistics coordination, web portals, and automation. Seeking to leverage cross-domain expertise in a dynamic organization that values innovation and results.

Education

1. 2015-2020 BS (Computer Science)
Virtual University of Pakistan.
2. 2012-2014 Higher Secondary School Certificate (H.S.S.C.) FBISE
Cadet College Humak, Islamabad.
3. 2010-2012 Secondary School Certificate (S.S.C.) FBISE
Cadet College Humak, Islamabad.

Experience

Swedish College of Engineering and Technology, Wah Cantt.

➤ Feb 2018- till date: Junior Web Developer

I joined the IT Center as a Junior Web Developer and progressively enhanced my technical and problem-solving skills. Over the years, I have developed and managed multiple software applications and websites for both educational institutions and commercial organizations.

1. SCET LMS Portal
2. SCET Websites
3. H&I Enterprises Website
4. H&I Enterprises Web Portal
5. GCCT LMS Portal
6. AHS Marketing Website
7. AHS Marketing Portal
8. Farhan Store POS Software

9. Swedish Canteen
10. Simz Medical Supplies
11. Quantum Build Estimates

➤ **Sep 24 – Till Date: Lab Instructor (Computer Science)**

- Conduct hands-on lab sessions for Computer Science students, covering topics like Introduction to Computer, Web Development, Programming, and Database Management.

➤ **Oct 2014-Feb 2018: Data Entry Operator & Office Assistant**

- Managed and maintained academic records, student databases, and confidential files, ensuring accuracy and compliance.
- Assisted in development of automated Excel-based reporting systems using Visual Basic (VBA) to streamline administrative workflows.
- Provided **student support services**, addressing academic queries, resolving complaints, and assisting with document processing.
- Assisted in **office administration, scheduling, and communication**, ensuring smooth daily operations.

Preply.com

➤ **April 23 – Till Date: Tutor (<https://preply.com/en/tutor/1837167>)**

- Teaching Web Development & Computer Science to international students from diverse backgrounds through one-on-one virtual sessions.
- Mentored students on HTML, CSS, PHP, MySQL, JavaScript, helping them build real-world projects.
- Achieved high student satisfaction ratings and positive feedback through interactive and practical teaching methods.

ALFALAH HOLDINGS LLC

➤ **Nov 23 – Till Date: Operations Manager**

Overseeing logistics operations, shipment tracking, and end-to-end documentation management for a **USA-based logistics company**. Responsible for coordinating freight movements, managing bookings, and ensuring compliance with international shipping regulations. Work closely with clients, carriers, and internal teams to optimize workflow, reduce delays, and enhance operational efficiency.

Key Responsibilities:

- **Logistics Coordination:** Manage and track shipments, ensuring timely deliveries and resolving any transit issues.
- **Documentation Management:** Handle essential paperwork, including **Bills of Lading (BOLs), invoices, contracts, and compliance reports** to ensure smooth operations.
- **Booking & Scheduling:** Oversee freight bookings, load assignments, and dispatch schedules for seamless transportation.
- **Financial Handling:** Utilize QuickBooks to manage accounting, generate invoices, track payments, and maintain financial records.

Projects

1. SCET Website: <https://scetwah.edu.pk/>
2. SIT Wah: <https://sitwah.edu.pk>
3. SIMS Wah: <https://sims.sitwah.edu.pk>
4. SCET Web Portal: <https://scetlms.pk/>
 - Having 5 Portals
5. H & I Enterprises Website: <https://handienterprises.pk/>
6. H & I Enterprises Portal: <https://handienterprises.pk/client/Client.php>
 - Admin & Client Portal
7. AHS Website: <https://ahsmarketingonline.com/>
8. AHS Portal: <https://ahsmarketingonline.com/portal/>
 - Admin & Client Portal
9. GCCT LMS: <https://lmsgcct.com/>
 - Having 7 Different Portals
10. SIMZ Medical Supplies: <https://simzmedicalsupplies.com/>
11. Quantum Build Estimates: <https://quantumbuildestimates.com/>
12. APAGE Pakistan: <https://agapetogether.com/>
13. Point of Sale
14. Swedish Canteen

Current Projects

- Alfalah Holdings LLC
- Alfalah Tech Solutions

Skills

Technical Skills

- Web Development (PHP, HTML, CSS, JavaScript, MySQL)
- Logistics Software (Hapag-Lloyd, CMA CGM, COSCO, ZIM Line, QuickBooks)
- WordPress & CMS Management
- Microsoft Office (Excel, Word, PowerPoint, VBA Automation)

Operations & Administration

- Logistics & Supply Chain Management
- Documentation & Compliance Handling
- Process Optimization & Workflow Automation

Soft Skills

- Leadership & Team Coordination
- Problem-Solving & Critical Thinking
- Communication & Client Management

Courses

- **Amazon VA from Enablers Wah (2022-2023)**
- **Freelancing from Digiskills (2019)**
- **WordPress from Digiskills (2019)**

Reference

Will be provided on demand