

ARSLAN HAIDER

Web Developer & Graphic Designer

CONTACT

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Basti Jamal, Dak Khana,
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EDUCATION

GOVT HIGHER SECONDARY SCHOOL DHAHNDLAH 2016-18
Intermediate From BISE Sargodha Punjab Board (Pre Engineering)

GOVT HIGHER SECONDARY SCHOOL DHAHNDLAH 2012-14
Matriculation From BISE Sargodha Punjab Board (Computer Science)

GOVT HIGHER SECONDARY SCHOOL DHAHNDLAH 2010-12
Middle From BISE Sargodha Punjab Board

PROFILE SUMMARY

Diligent and results-driven professional with a diverse background encompassing auditing, computer operations, teaching, and farming. Equipped with strong management skills, creativity, and critical thinking abilities, I excel in navigating complex challenges and driving projects to successful completion. A natural leader, I thrive in motivating teams towards achieving organizational objectives, consistently demonstrating negotiation skills and a knack for problem-solving. Proficient in Microsoft Office and InPage, I possess a versatile linguistic skill set including English, Urdu, Punjabi, and Saraiki. Seeking opportunities to leverage my leadership prowess and contribute to the success of a dynamic organization.

WORK EXPERIENCE

Saylani Welfare International Trust

2023 - 2024

Auditor

As an Auditor at Saylani Welfare International Trust, I held a pivotal role in ensuring financial transparency and accountability within the organization. My responsibilities encompassed conducting comprehensive audits of the trust's financial records, policies, and procedures. Here's a detailed overview of my contributions:

- Audit Planning and Execution: I meticulously planned and executed audit engagements, adhering to established audit methodologies and regulatory guidelines. This involved assessing the risk environment, identifying key audit areas, and developing tailored audit plans to address potential areas of concern. Financial Analysis: I conducted in-depth financial analysis, examining financial statements, ledgers, and transaction records to identify discrepancies, irregularities, and areas of improvement. By applying rigorous analytical techniques, I ensured the accuracy and reliability of financial reporting.

- Internal Control Evaluation: I evaluated the effectiveness of internal controls and risk management practices to mitigate fraud and financial mismanagement. Through detailed control testing and evaluation, I provided recommendations for strengthening internal control mechanisms and improving operational efficiency.
- Risk Assessment and Mitigation: I assessed financial risks and vulnerabilities inherent in the trust's operations and implemented risk mitigation strategies to safeguard assets and enhance financial stability. By proactively identifying and addressing potential risks, I contributed to the organization's overall risk management framework.
- Recommendations and Reporting: I communicated audit findings, recommendations, and observations to senior management and relevant stakeholders in clear and concise reports. My reports outlined actionable insights and practical recommendations aimed at enhancing financial governance, compliance, and transparency.
- Collaboration and Stakeholder Engagement: I collaborated closely with internal stakeholders, including finance, operations, and compliance teams, to facilitate the implementation of audit recommendations and drive continuous improvement initiatives. By fostering open communication and collaboration, I promoted a culture of accountability and excellence within the organization.

Overall, my tenure as an Auditor at Saylani Welfare International Trust was characterized by a commitment to upholding the highest standards of professionalism, integrity, and ethical conduct. Through my diligent efforts, I contributed to the organization's mission of serving the community with compassion and integrity.

Assistant Manager

Results-driven and highly organized Assistant Manager with a proven track record of optimizing operations, leading teams, and driving efficiency. Skilled in strategic planning, team leadership, and problem-solving to enhance productivity and streamline workflows. Adept at managing cross-functional teams, implementing process improvements, and ensuring seamless coordination between departments. Strong communication and decision-making abilities, coupled with a hands-on approach to problem-solving. Passionate about achieving business goals while maintaining high-quality standards and fostering a positive work environment.

Key Skills:

- Team Leadership & Motivation
- Operational Efficiency & Process Improvement
- Strategic Planning & Execution
- Problem-Solving & Decision-Making
- Communication & Stakeholder Management
- Performance Monitoring & Reporting
- Customer Service Excellence
- Budgeting & Cost Control

Department Operations Manager

Highly skilled and results-oriented Department Operations Manager with a strong background in optimizing processes, leading teams, and driving operational excellence. Adept at streamlining workflows, reducing costs, and improving efficiency to enhance overall business performance. Experienced in managing cross-functional teams, ensuring compliance with company policies, and implementing best practices for operational success. Strong leadership, problem-solving, and decision-making abilities with a focus on achieving business objectives and maintaining high-quality standards.

Key Skills:

- ✓ Operations Management & Process Optimization
- ✓ Team Leadership & Performance Management
- ✓ Strategic Planning & Execution
- ✓ Budgeting & Cost Control
- ✓ Problem-Solving & Decision-Making
- ✓ Workflow & Efficiency Improvement
- ✓ Risk Management & Compliance

Computer Operator

- Executed routine system maintenance tasks including backups, updates, and hardware repairs.
 - Diagnosed and resolved hardware, software, and network issues promptly.
 - Provided user support, addressing inquiries and offering technical guidance.
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Saylani Welfare International Trust**Reconcile Officer****2024 - PRESENT**

- Performed reconciliation of financial records and donation transactions across all operational branches in Pakistan.
- Utilized Advanced Excel tools and formulas (Pivot Tables, VLOOKUP, IF statements) for analyzing and matching large volumes of financial data.
- Developed and maintained dynamic Google Sheets integrated with Google Apps Script to automate reconciliation tasks and report generation.
- Regularly verified and matched receipts, bank statements, and internal records to identify discrepancies and ensure 100% accuracy.
- Coordinated with field teams and accounts departments from multiple cities for timely submission and verification of data.
- Supported internal audits by preparing complete and accurate financial documentation.
- Ensured all reconciliation processes complied with the trust's policies and Islamic financial ethics.

Various Schools**2012 - 2014****Teacher**

- Developed and delivered engaging lesson plans.
 - Fostered student participation in academic and extracurricular activities.
 - Assisted in the implementation of the school's development plan.
- Evaluated student behavior and progress, providing comprehensive reports.
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Freelancer**Graphic Designer & Web Developer**

Creative and detail-oriented Freelance Graphic Designer & Web Developer with a passion for designing visually appealing graphics and developing high-performance websites. Proficient in creating engaging designs, responsive web solutions, and user-friendly interfaces that enhance brand identity and online presence. Experienced in working with clients from diverse industries, delivering customized solutions that align with their business goals. Strong expertise in design principles, front-end development, and modern web technologies.

Key Skills:

- 🎨 Graphic Design: Logo Design, Branding, UI/UX Design, Social Media Graphics
 - 💻 Web Development: HTML, CSS, WordPress, Shopify
 - 🖌️ Tools & Technologies: Adobe Photoshop, Illustrator, Adobe Premier Pro, Canva
 - ⚙️ Front-End Development: Responsive Web Design, Bootstrap, Tailwind CSS
 - 🚀 SEO & Performance Optimization
 - 🤝 Client Communication & Project Management
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SKILLS:

- HTML
 - CSS
 - Python (Beginner)
 - Web Development (Frontend)
 - Adobe Illustrator
 - Adobe Photoshop
 - Adobe Premiere
 - Adobe After Effects
 - DaVinci Resolve
 - Canva Designer
 - Employee Management
 - Microsoft Office (2025)
 - Google Sheets
 - Google Docs
 - App Script
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INTEREST & HOBBIES

- Project Management
 - Public Relations
 - Teamwork
 - Time Management
 - Leadership
 - Effective Communication
 - Critical Thinking
 - Photography
 - Gaming
 - Reading
 - Farming
 - Biking
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References available upon request.