

Arsalan Munir

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OBJECTIVE	Achievement oriented professional with a desire to work in a competitive and challenging environment that will enable me to use my knowledge, skills and experience to ensure personal grooming and to reach my full potential.	
WORK EXPERIENCE	The ORBIT Schools-Head Office Campus Relationship Officer	March 20, 2018 — Present <ul style="list-style-type: none">• Liaison between Group Corporate Office and existing Schools / College Campuses• Responding to different queries of Campuses and of Sales, particularly .• Collaborate with Designing and E-Media Department for designing of required promotional Material for Campuses and Corporate Office.• Quality and Compliance visits of Campuses.• Dealing with different Publishers and Vendors regarding Order placement.
	The Nix Media Operations Executive	August 1, 2016 — February 28, 2018 <ul style="list-style-type: none">• Ensuring Clients are receiving exceptional customer service and support.• Liaison between Design & Printing Department and clients regarding product specifications and deadlines to meet.• Coordination with Accounts Department regarding client's billing.• Updating clients about the progress made on their project, as per agreed time-line.• Communication with different departments and clients as per direction of Higher Management.
	Allied Schools-Head Office Quality Assurance Officer	July 19, 2014 — June 30, 2016 <ul style="list-style-type: none">• Coordination in respect of preparation / revision of Campus Operation Procedures (Academics, School Administration, Accounting & Finance)• Developing Standards for inspection of Sites / Buildings for School Opening as pre-requisite for MOU• Co-ordination in respect of Campus Up-gradation Process as per defined Procedure and Requirements.• Communication with Regional Offices /Campuses on specified matters, as per directions of Higher Management.• Participation in School Evaluation Team.
EDUCATION	BS (Hons) Business Forman Christian College Specialization: Operations Management CGPA: 3.29	October, 2010 — November, 2014
SKILLS	Computing: MS Word, MS PowerPoint, MS Excel Languages: English, Urdu and Punjabi	
REFERENCES	References available upon request.	