

## BILAL HASSAN

0333-5398018

HOUSE # 939 STREET # 2

DHOKE BNARAS

RAWALPINDI



## OBJECTIVE

Seeking a full time position in a growing, dynamic and reputable organization, where I can combine my skills and talent to provide better services for the organization and in return have a challenging career.

## PERSONAL INFORMATION

- Father Name: **SAJID MEHMOOD**
- Date of Birth: 26-Mar-1993
- Sex: Male
- N.I.C: 37405-5557628-5
- Marital Status: Single
- Religious: Islam
- Nationality: Pakistani
- Domicile: Rawalpindi (Punjab)
- Cell No.: 0333-5398018
- Email I.D: baali.hassan1@gmail.com

## ACADEMIC QUALIFICATION

- ✓ **MBA (Evening)** (2016-2019)  
Iqra University Islamabad H9
- ✓ **Bachelor in Commerce (B.COM)** (2014-2015)  
Rawalpindi College of Commerce (Punjab Uni)
- ✓ **I.CS (General Science)** (2012-2013)  
Asghar Mall College, RWP
- ✓ **SSC (Science Group)** (2009-2010)  
F.G Technical Boys High School Chaklala, RWP
- ✓ **Hafez-e-Quran** (2004-2006)  
Bilal Masjid DHOKE Khabba Street#1, RWP

## COMPUTING SKILLS

I have full grasp on various skills in the field of Information Technology and Computer Science which includes,

- ✓ MS. Office
- ✓ Internet Surfing
- ✓ Hardware & Software Installation
- ✓ Typing (typing speed up to 35 wpm)

## PROFESSIONAL SKILLS

- ✓ **1 Year** worked in **Sufi Soap PVT Ltd.** (Lane # 5 West ridge Rawalpindi) as an **Order Booker**.
- ✓ **3 Months** worked in **Save Mart Cash & Carry** (Peshawar Road) as an **Cashier**

## ATTRIBUTES & DEMONSTRATED ABILITIES

- ✓ Ability to work independently & in team environment.
- ✓ Ability to use inactive & work unsupervised.
- ✓ Well-developed Planning skills.
- ✓ A self-motivated & pro – active approach to work.
- ✓ Able to promote & maintains professional relationships with colleagues as well as clients.
- ✓ Excellent communication skills with ability to motivate others at all levels.

## REFRECE

- ✓ Will be furnished if required