

Muhammad Hamza Bilal

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Date of Birth: 21 July 2002

Address: House No. N/189, Street Abdul Sattar, Mohalla Sherman Khel, Mianwali, Pakistan
(Postal Code: 42200)

Professional Summary

A detail-oriented and self-motivated administrative professional with experience in government and private sector organizations. Skilled in clerical support, data entry, documentation, record management, and Oracle-based systems. Demonstrated ability to work under pressure, deliver accurate results, and collaborate effectively in fast-paced environments. Actively seeking a role where administrative and coordination skills can support high-impact programme delivery.

Work Experience

- **Warehouse Supervisor**

Ghani Glass Limited – Taxila

November 2023 – Till date

- Managed inventory control, logistics, and team supervision in the warehouse.
- Processed orders, maintained Oracle records, and coordinated stock dispatch.
- Handled customer queries and ensured smooth warehouse operations.

- **Administrative Clerk**

National University of Modern Languages (NUML), Islamabad

February 2023 – November 2023

- Maintained student records, issued documents, and processed applications.
- Drafted official correspondence and handled departmental communication.
- Provided assistance to students and ensured smooth office operations.

- **Computer Operator**

Agha Jee Stamp Enterprises – Islamabad

January 2022 – February 2023

- Created stamp papers and managed client data entry.
- Maintained accuracy in legal documents and handled client interactions.
- Ensured timely submission and documentation of records.

Education

B.A (Arts), University of Sargodha

FSc (Pre-Engineering), Punjab College Mianwali

Matric (Science), SSC ARF Mianwali

Computer & Technical Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Data Entry & Typing Skills
- Familiar with Oracle System for Inventory Management
- Document Filing and Scanning
- Basic IT Troubleshooting
- Completed 6-month Computer Course in 2021

Languages

- English – Fluent (Spoken & Written)
- Urdu – Native