

MUHAMMAD BILAL

PERSONAL INFORMATION

Present Address: House No. P 7553 Street #14, HaiderAbad Faisalabad.
Phone No: +923047428031
E- Mail: lushbali05@gmail.com
Nationality: Pakistani
Date of Brith: 17-04-1991



I am a self-motivated graduate in commerce. I look forward to further enhance my professional skills in a dynamic and stable workplace, solving problems in an effective /creative manner in a challenging position, And to bring my strong dedication, responsibility and motivation and to utilize my qualifications obtained through University of the Punjab

EDUCATION

PUNJAB UNIVERSITY LAHORE (2016)

B.COM (2nd division)

MADINA COLLEGE OF COMMERCE FAISALABAD

I.COM (2nd)

WORKERS WELFARE SCHOOL FAISALABAD

MATRICULATION (2nd division)

COURSES

PUNJAB ENGLISH LANGUAGE INSTITUTE GULISTAN COLONY FAISALABAD (3 MONTHS)

ENGLISH LANGUAGE COURSE, COMMUNICATION SKILLS

PUNJAB COMPUTER SCIENCE INSTITUTE GULISTAN COLONY FAISALABAD (3 MONTHS)

OFFICE MANAGEMENT

Artificial Intelligence and Computing Ai Web 3.0 (Continue)

HTML

CSS

JAWA SCRIPT

Experience

Firm: BLOOMFILED HALL SCHOOL
Department: ADMIN & ACCOUNTS
Status: ACCOUNTS OFFICER
Experience: (05-12-2017 to 13-08-2020)

Firm: HIVE SCHOOL SYSTEM ISLAMIC AND VALUE EDUCATION
Department: ADMIN & ACCOUNTS
Status: ADMIN ASSISTANT & ACCOUNTS OFFICER
Experience: (18-08-2020 to 31-08-2023)

CURRENT POSITION

Firm: SIBAS HOUSE OF HAWKS
Department: ADMIN & ACCOUNTS
Status: ADMIN MANAGER
Experience: (01-09-2023 to Present)

JOB DISCRIPTION INCLUDES:

To prepare books of accounts
Prepare turnover for sale
To reconcile Bank statements and payments
To prepare parties ledger
To prepare daily income and expenditure report
To prepare the receipts and payment vouchers
To prepare the Cash book along with disbursement of Cash
To Prepare P&L A/C

PROFESSIONAL SKILLS

- Presentation Skills
 - Operating Systems
 - Management Tools
 - Development Tools
 - Human Resource Management
- MS Power Point,
MS Windows 7,8,10, 2000, XP
MS Project. MS Excel, Microsoft Office

LANGUAGES

- **ENGLISH** (Speak fluently& read/ write with high proficiency)

ACHIVEMENTS AND EXTRA-CURRICULAR ACTIVITIES

- 1st speech prize Madinacollege of commerce Faisalabad**
- Presided and managed debating competitions in College
 - Organized inter universities quiz competitions

CRICKET TEAM CAPTAIN

- Captain of departmental cricket team throughout session
- Arranged annual sports competitions in Crescent College Faisalabad

CLASS REPRESENTATIVE

- Raising student concerns about the issues with faculty Deans
- Attending meetings with exam boards

STUDENT MENTOR

- Implementing strategies and supporting students in self-esteem and confidence building activities.
- Listening to and helping students resolve a range of issues that are creating barriers to learning

STUDENT GUIDE

- Helping new students in enrolment and arranging campus tours
- Organizing and overlooking orientation week

REFERENCES

Will be provided on request.