

## 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 (2<sup>nd</sup> division)

#### MADINA COLLEGE OF COMMERCE FAISALABAD

I.COM (2<sup>nd</sup>)

#### WORKERS WELFARE SCHOOL FAISALABAD

MATRICULATION (2<sup>nd</sup> 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 (1 Year)

HTML

CSS

JAWA SCRIPPT

### 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

### **1<sup>st</sup> 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.