



Muhammad Bilal Ashraf

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Address: Dubai Industrial City, Saih Shuaib 2, Dubai, United Arab Emirates (Work)

ABOUT ME

I am flexible, reliable and possess excellent time keeping skills.
I am an enthusiastic, self-motivated, reliable, responsible and hard working person.
I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.
I can work in Flexible hours.

WORK EXPERIENCE

01/10/2024 – CURRENT Dubai, United Arab Emirates

FINANCE AND OPERATIONS MANAGER JABAL KASHMIR CARGO PACKAGING LLC

Home Delivery Partners with Landmark Group (Home Centre), (Home Box) Home furnishings. Partners also with World 2 Door, Trukker, Logisty and Studio-94.

- Developing short-term and long-term financial strategies.
- Creating and managing budgets.
- Monitoring expenses and identifying cost-saving opportunities.
- Evaluating investment opportunities.
- Making decisions on capital expenditures and asset acquisitions.
- Preparing financial statements (balance sheet, income statement, cash flow).
- Preparing monthly invoices and managing accounts receivable and payable.
- Ensuring that the day-to-day activities of a business run smoothly and efficiently.
- Overseeing the production or service delivery process.
- Ensuring workflow runs efficiently and meets deadlines.
- Identifying inefficiencies and implementing improvements.
- Allocating labor, materials, and equipment effectively.
- Making sure resources are used efficiently without waste.
- Ensuring products or services meet company standards and customer expectations.
- Setting up and monitoring quality assurance procedures.
- Hiring, training, and supervising staff.
- Scheduling shifts and evaluating performance.

Home Delivery Partners with Landmark (Home Centre), (Home Box) Home furnishings.

- Developing and maintaining schedules for vehicle maintenance and repairs.
- Coordinating vehicle reservations, usage, and maintenance requests.
- Monitoring and tracking vehicle inventory to ensure adequate supply levels.
- Managing driver schedules and ensuring compliance with all relevant regulations and standards.
- Responsible for the activities associated with the transportation of products from suppliers into the network.
- Optimize transport planning in the most efficient way for customer and stakeholders.
- Maintain proper and accurate Pre-Shipment and Post-shipment Administration.
- Track and Trace
- Proof of Delivery
- Over, short, and damaged shipment issues.
- Evaluates, records, and responds to additional/special service requests (i.e. lift-gate, inside delivery, etc..).
- Work with transportation providers and freight payment team to ensure proper accessorial cost and flows.
- Handle damage and loss claims.
- Assists in troubleshooting and resolving safety, service, and operational issues.
- Ensure correct estimates in transport planning system.
- Meet on time delivery (OTD) requirements and follow on di with suppliers and Customer Service.
- Stakeholder management; adequately and proactively inform Customer.

01/02/2020 – 31/08/2023 Faisalabad, Pakistan

ACCOUNTANT PUNJAB ELECTRONICS SAMUNDRI

- Prepare accurate, timely financial reports of company expenditures following the established schedule.
- Review and analyze the balance sheet, income statement, cash flow statements, and variance narratives.
- Oversaw the company's general account operations by strategically controlling and verifying financial transactions.
- Reviewed and analyzed preliminary financial statements and month-end reports to with 100% accuracy.
- Reviewed accounts payable and invoice listing to confirm validity and to conduct of budget update as necessary.
- Managed the development and improvement from a handbook system to a computerized environment.
- Produce profit and loss statements and other financial reports.
- Tracking income, and checking expense figures for accuracy and legitimacy.

03/01/2019 – 31/01/2020 Faisalabad, Pakistan

MATHEMATICS LECTURER ASPIRE GROUP OF COLLEGES

- Designing and delivering effective lesson plans for students of all levels.
- Monitoring student performance and providing feedback.

- Working with other teachers to develop new teaching methods.
- Providing individual and small group tutoring for Math students.
- Developing lesson plans to help students improve their understanding of Math concepts.
- Assisting students with Math homework.

01/02/2018 – 31/12/2018 Faisalabad, Pakistan

SALES REPRESENTATIVE BISCONNI

- Worked in a fast-paced sales environment, driving sales customer satisfaction.
- Achieved sales targets through effective territory management and regular customer engagement.
- Built and maintained strong relationships with key decision-makers.
- Ensuring customer satisfaction and loyalty.
- Provided exceptional customer service and product knowledge to increase customer retention and repeat business.
- Negotiated and closed sales agreements, resulting in increased profitability and revenue growth.
- Collaborated with cross-functional teams to develop marketing strategies and support sales initiatives.

EDUCATION AND TRAINING

15/09/2020 – 30/12/2022 Faisalabad, Pakistan

M.PHIL MATHEMATICS University of Agriculture Faisalabad, Pakistan

Website www.uaf.com.edu.pk

01/08/2018 – 28/09/2020 Faisalabad, Pakistan

M.SC MATHEMATICS University of Agriculture Faisalabad, Pakistan

Website www.uaf.com.edu.pk

10/09/2015 – 22/02/2018 Faisalabad, Pakistan

B.SC MATHEMATICS Government College University Faisalabad, Pakistan

Website www.gcuf.edu.pk

11/07/2013 – 22/08/2015 Faisalabad, Pakistan

F.SC PRE ENGINEERING BISE Faisalabad

Website www.bisefsd.edu.pk

01/04/2011 – 10/07/2013 Faisalabad, Pakistan

MATRIC BISE Faisalabad

Website www.bisefsd.edu.pk

LANGUAGE SKILLS

Mother tongue(s): **URDU** | **PANJABI; PUNJABI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
HINDI	C2	A1	C2	C2	A1

● **SKILLS**

Internet Services | Microsoft Word | Emails | Social Media | Microsoft Outlook | Microsoft Excel

● **HOBBIES AND INTERESTS**

Book Reading

Traveling

Poetry

Gym

Movies

Music
