

Muhammad Bilal



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Email: Bilalsajjad32@gmail.com

Nationality: Pakistani

Marital Status: Single

Gender: Male

Visa Status: Visit Visa

Dubai, United Arab Emirates

INTERESTS

- Reading newspaper
 - Sports: Football and Cricket
 - Watching movies and listening to music
- Spending time with friends and sightseeing

ADDITIONAL SKILLS

- Proficient in computer applications like MS Office and Excel
- Quick Book

Summary

" To work in a highly respectable position with challenging and dynamic environment in order to apply my acquired knowledge, gain experience and to polish my personality by offering potential for utilization of skills, commitment and sincere efforts to achieve best results. "

Experience

Pak Lyceum School

Manager Accounts / Admin (1 may2022 till 30 April 2023)

- Cash Flow Management
- Management of Expenses
- Forecasting
- Record Keeping
- Accounts Management

Pak Lyceum School

Accounts officer/ Admin (1July 2018 till 30 April 2021)

- Fee collection
- Maintaining accounts
- Reporting to senior manager
- Management of expenses

Asia Poultry Feeds

Assistant Accountant

- Payment collection
- Vendors management
- Customers management
- Data Management

Allied School Head Office

Assistant Registry

- Data Handling and management
- Taking queries
- Data Entry
- Reporting

Pizza Hut

Cashier

- Cash Management
- Customer Handling
- Orders Management

Duniya News

- Data entry operator
- Converting Urdu News in English

Teaching Experience

- Seven years Teaching Experience in (Business and F.A)

Education

Punjab University, Lahore

MSC (Master in Business statictis and management) 2019 – 2021

University of the Punjab, Lahore

B.Com (IT) 2016 – 2018

BISE , Lahore

F.A (I.com) 2014 - 2016