

# Muhammad Bilal

MBA, LLB(Continue)

## ACCOUNTS MANAGER

Dynamic Delta Electromechanical Works LLC (Jun 2022 - Present )

Being Accounts Manager, JD was basically to develop the business liaison with existing and new customers, Provide support for Sales team for getting it done and correct, on job training the subordinates, development of proper business plan and execution of the same, reporting to GM on daily basis for any business activity.

## OPERATION OFFICER

Bank of Azad Jammu & Kashmir (Mar 2018 - May 2022)

Drive the team towards achievement of assigned Regional targets, Provide support for Sales Target formulation and review, hiring of new resources, training the subordinates through different sales and marketing activities, development of KPI and score card, Relationship and Motivation of branch managers to generate business leads.

## DEPUTY SALE MANAGER

JLI Banc assurance (Jan 2107 - Feb 2018)

Drive the team towards achievement of assigned Regional targets, Provide support for Sales Target formulation and review, hiring of new resources, training the subordinates through different sales and marketing activities, development of KPI and score card, Relationship and Motivation of branch managers to generate business leads.

## BRANCH MANAGER

Soneri Bank Limited (June 2016 - Dec 2016)

Being a manger all branch management as well operational assignments are reviewed and supervised, making strategies for achievement of goals same time to handle all branch staff according to their JD. Achievement of all branch business targets was the core responsibility along providing strategies and workhands to all sale team for maximum and proficient results it branch manager was responsible for all operation supervisions in view of AML.

## BRANCH MANAGER

United Bank Limited (Apr 2013 – May 2016)

As BM basic JD was to complete all assigned business goals and targets through given team of sale and operational staff, with all other duties supervision of branch operational activities was also essential for proper manage and control within the branch, to Monitor and plan on Daily , Weekly & Monthly Progress Reports, Implementation of SBP Rules and regulations, Achievement of all MTD/YTD business targets

## TELLER CASH

Habib Bank Limited (Oct -2011 to Apr 2013)

- Responsible for all cash handling activities in branch
- Cash payment, cash transit and collection
- Receiving all branch daily cash, cash balancing, issuance of LC,CC,DO
- Responsible for all operational matters ,daily routine working and CS

## PERSONAL INFORMATION



### Current Address:

Office # 915  
Metropolis Tower  
Business Bay  
Dubai.

### Contact #:

Cell : +971526783279  
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[bilal@dynamicdelta.net](mailto:bilal@dynamicdelta.net)  
[bilal.chaudhri786@gmail.com](mailto:bilal.chaudhri786@gmail.com)

## BUSINESS ACHIEVES:

- FC.H1 Russia 2014
- FC.H2 Russia 2014
- FC H1 Turkey 2015
- FC H2 Thailand 2015
- Millennium Manager 2014
- Sales conference 2015

## **BRANCH SALES OFFICER (BSO)**

JLI Banc assurance (Mar 2011 to Sep 2011)

- Responsible for all insurance related activities in branch
- Responsible for marketing of all walk-in customer for Banca products
- To generate Banca business from given platform through different activities
- Creating reference system for business achievement
- Involving branch staff in different activities for concerned result

## **ACCOUNTANT**

Royal Construction Company (Jan 2009 to Feb 2011)

- Responsible for all accounts related activities in office
- Book keeping
- Receivable and payable
- Detail of daily based expenses and usage
- Billing, reviewing all payment
- Updating of bank books, cheque collection and issuing

## **PROFICIENCY**

- Soft Presentation,
- UNI-Bank (Core Banking System)
- Mysis (banking system)
- Symbol (core banking system)

## **CERTIFICATES/ACHIEVEMENTS**

- Consecutive winner of Banca foreign conventions in 2014(H1,H2)
- winner of Banca foreign conventions in 2015(H1)
- Successful completion of SBP Courses AML/CMD/KYC/ZNC
- Millennium Manager UBL (Year 2014)
- Winner of Sale Conference UBL (Year 2015)
- Professional management Stage I (2018)

## **TECHNICAL & PROFESSIONAL SKILLS**

- AutoCAD Certificate
- Civil Surveyor Certificate
- MS-Excel, MS-Word

## **References & Further Documentation**

- Will be provided on demand