

# Bilal Ramzan

**Date of birth:** 15/10/1996 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:** (+92) 3221253652 (Mobile) |  
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## ● ABOUT ME

I have a strong background as an Office Clerk (Admin) with over 5 years of experience, and I'm now looking to transition into an administrative role. I am self-motivated, punctual, and enthusiastic, which allows me to effectively manage administrative tasks. With excellent organizational and time management skills, I can handle multiple responsibilities and meet deadlines. As a team player, I thrive in collaborative environments and enjoy working alongside colleagues to achieve common goals. My attention to detail and problem-solving abilities contribute to maintaining efficient administrative processes. I am confident that my skills and experience make me a great fit for an administrative role in your company.

## ● WORK EXPERIENCE

01/08/2018 – 31/12/2023 Gwadar, Pakistan  
**OFFICE CLERK** MINISTRY OF SPORTS AND YOUTH AFFAIRS GOVERNMENT OF BALOCHISTAN  
PAKISTAN

- Job Responsibilities;
- Assisting with administrative tasks such as data entry, filing, and record keeping
  - Managing and organizing documents, forms, and correspondence
  - Coordinating meetings, appointments, and travel arrangements
  - Providing support to senior staff members and assisting with special projects
  - Responding to inquiries and providing information to internal and external stakeholders
  - Maintaining confidentiality and handling sensitive information with discretion
  - Collaborating with team members to ensure smooth workflow and efficient operations
  - Following established procedures and guidelines for document management and record retention
  - Keeping track of inventory and ordering office supplies as needed
  - Assisting with the preparation of reports, presentations, and other documents as required.

2013 – 2018 Turbat, Pakistan  
**ESL TEACHER** QANDEEL ENGLISH LANGUAGE CENTER

- Job Responsibilities;
- Planning and delivering engaging and interactive English lessons to students of varying proficiency levels
  - Assessing students' language skills and providing constructive feedback on their progress
  - Developing and implementing curriculum materials and resources to enhance students' language acquisition
  - Creating a supportive and inclusive classroom environment that fosters a love for learning and promotes cultural understanding
  - Collaborating with colleagues to share best practices and develop effective teaching strategies
  - Communicating with parents or guardians to provide updates on students' performance and address any concerns
  - Organizing and participating in extracurricular activities and events to further enhance students' language skills and cultural knowledge
  - Continuously updating my knowledge of ESL teaching methodologies and incorporating innovative techniques into my lessons
  - Maintaining accurate records of students' attendance, grades, and assessments
  - Providing guidance and support to students in their language learning journey, helping them achieve their goals.

● **EDUCATION AND TRAINING**

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01/01/2016 – 05/03/2018 Turbat, Pakistan

**MA POLITICAL SCIENCE** University of Turbat

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2014 – 2016 Quetta , Pakistan

**BACHELOR OF ARTS** University of Balochistan

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● **LANGUAGE SKILLS**

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Mother tongue(s): **BALOCHI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C1	C1	C1	B2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

● **DIGITAL SKILLS**

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Microsoft Office (Outlook, Excel, Word, PowerPoint)

● **ADDITIONAL INFORMATION**

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**ORGANISATIONAL SKILLS**

**Self Motivated**

**Team Working**

**Time Management**

**Critical Thinking**

**Resilience**

**Creativity**

**Adaptability**