

Bilal Sharif

Office Administration | Sales |
Customer Service | Accounting

Strong candidate with over 10 years of experience in Office Administration, Sales, Customer Service, Accounting, and Inventory Management. Proficient in Microsoft Office and experienced in scheduling, data entry, and customer service. Strong communication and problem-solving skills, able to work well under pressure and meet deadlines.



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MBZ City, Abu Dhabi, United Arab
Emirates

WORK EXPERIENCE

Administrative Assistant

Sehab Al Wajeeha Digital Marketing Co.

05/2023 – 10/2024

Dubai, UAE

Achievements/Tasks

- Provided comprehensive administrative support to office staff and management.
- Managed office supplies and inventory, coordinated meetings and travel arrangements.
- Acted as a primary point of contact for internal and external communications.
- Assisted with basic financial tasks and maintained accurate records.

Office Administrator cum Sales Executive

Al Murtaza Machinery Co. (PVT.) Ltd.

06/2021 - 05/2023

Lahore, Pakistan

Achievements/Tasks

- Managed day-to-day office operations and provided administrative support to senior
- Planned and implemented sales strategies, built relationships with new customers.
- Handled customer feedback, inquiries, and ensured sales targets were met.

Inventory/Documents Controller

IMD (Izhar Monnoo Developers)

09/2015 - 09/2017

Lahore, Pakistan

Achievements/Tasks

- Managed inventory for various projects, maintained stock levels and monthly reports.
- Ensured FIFO/LIFO practices and verified inventory records.

EDUCATION

Bachelor of Arts (BA)

Punjab University

2017

Lahore, Pakistan

SKILLS

Sales & Accounting

Office Administration

Inventory Control

Data Entry & Data Management

Customer Relationship Management (CRM)

Strong Customer Service Skills

Data Entry

Data Management

Time Management Skills

Scheduling & Calendar Management

Effective Communication & Interpersonal Skills

WORK EXPERIENCE

Cashier

Al Murtaza Machinery Co. (PVT.) Ltd.

06/2019 - 05/2021

Lahore, Pakistan

Tasks/Achievements

- Maintained daily accounts & timely reports to the corporate Office, maintained books of accounts, and handled cash and daily reports.
- Reconciliation of receivables & payables, managed accounting voucher entries.

Supervisor

Sweet Affairs (Restaurant, Bakery, Cafe)

06/2018 - 06/2019

Lahore, Pakistan

Tasks/Achievements

- Supervised kitchen staff, handled purchases, ensured proper cleaning and hygiene.
- Monitored customer service and informed customers of deals and promotions.

LANGUAGES

English

Professional Working Proficiency

Urdu

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency