

BILAL AHMED

Address: House # 64/1, Flat # 103, 2ND Floor,
Ishtiaq Heights, Liaquatabad, C Area, Karachi
Cell # 0345-0204761 / 0302-1023058

OBJECTIVE:

My objective is to join in reputable organization where my services & capabilities shall be fully utilized for the benefit of both the organization and myself for a long period of time.

ACADEMIC QUALIFICATION

- **Matriculation (Computer Science)** from Board of Secondary Education Karachi.
- **Intermediate (Commerce)** from Board of Intermediate Education Karachi.
- **Bachelor's in Commerce** from University Karachi (Waiting for result)

OTHER SKILLS

- **01 Year Diploma ACCP Pro** from APTECH Institute.
- **MS Office, Web Designing, Laptop Repairing, Hardware Installation**

PROFESSIONAL EXPERIENCE

- **03 Months** experience as **Relationship Officer** in **Faysal Bank**
- **01 Year** experience as **Sales Representative** in **Khaki.Pk**
- **06 Months** experience as **Data Entry Operator** in **K&Ns Food Pvt Ltd.**
- **01 Year working experience as a customer relationship officer** in **Kestrel GTCC Pvt Ltd (Making Delivery, sample, GST Documents) + Stock maintain.**
- **Currently working as Regulatory Officer** in **Nextek Healthcare (Pvt.) Ltd.**

PERSONAL INFORMATION

- **Father's Name** : **Mateen Ahmed**
- **Date of Birth** : **18-11-1999**
- **Marital Status** : **Single**
- **Religion** : **Islam**
- **CNIC No** : **42301-9406202-5**

REFERENCE:

- Will be furnished upon request.

"In the light of the above facts and figures, I am fervently hopeful and Enthusiastically look forward to having your positive response enabling Me to prove myself as an asset to your organization under your directions. Patronage and successful"

Dear Hiring Manager,

I am writing to express my keen interest in joining your esteemed organization. With a background in different fields and a passion for new skills and opportunities, I am confident in my ability to contribute effectively to your team. My experience and my dedication to achieving excellence make me a strong fit for various roles within your company. I am impressed by your company's commitment to Company Value/Mission, and I am eager to contribute to your continued success. Enclosed is my resume for your review. Thank you for considering my application.

Sincerely,

Bilal Ahmed