



# Bilal Arshad

## My Contact

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☎ 0528379068

📍 Dubai,UAE

## Computer Skills

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- Auto Cad 2006
- MS Office
- Typing speed 70-80 wpm

## Soft Skills

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- Observation
- Decision making
- Communication
- Multi-tasking

## Career Objective

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A job in a professionally managed company with a quality Environment, where my skills & abilities could be fully Utilized and valued, further enhance my career and Contribute towards the companies' growth

## Professional Experience

### Dubai, UAE

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#### **M/s SSR Electromechanical CO LLC | Sales Executive cum Purchaser**

**2012 – 2013**

##### **Key responsibilities:**

- Maintain relations with the consultants and contractors.
- Attend site meetings bring new projects Coordination of stock availability and project order requirements.
- Accurately process purchase orders in a timely and effective matter
- Assist and edit orders for multiple departments Train new department hires for apparel team Maintain vast daily data entry procedures
- Development of effective filing system to accelerate paperwork processing, organized billing and invoice data, prepared accounts receivable, compiled
- Identified and resolved account issues on the pc
- Positive employee relationships, recommendation for continued employment with the company by immediate supervisor for next building site
- Skills used Time Management, Communication skills orally and in writing, Meticulous attention to detail proficient use of all office machines
- Ordered parts for worked directly with store managers confirmed orders Data entry, fax experience

#### **M/s Fahad Saleh Electromechanical CO LLC | account assistant cum store keeper**

**2008 – 2011**

##### **Key responsibilities:**

- Maintain relations with the consultants and contractors.
- Preparing Purchase orders,
- Preparation of Quotations, Invoices, Delivery Notes and other relevant vouchers.
- Prepare the accounting statements,
- Managing Accounts Payables and Receivables. Preparation of Quotation and Office Administration. prepares
- Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion
- Maintained the budget of all the expenditures incurred and presented same to store managers

## Education

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- University of Punjab  
*Bachelor of Arts (BA)*

## Certificate

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- Spoken English from Edge System International

## M/s First Cool cooling Equipment's & Devices | Account Assistant cum Store keeper

**2007 – 2008**

### Key responsibilities:

- Analyze current and past financial data
- Look at recent financial performance and identify trends
- Prepare reports on the above information and communicate the insights of these reports to the broader business
- Consult with the management team to develop long-term commercial plans
- Suggest budgets and improvements based on the above information
- Maintained store facilities to ensure smooth functioning
- Made arrangements and placed orders for new stock and supplies whenever necessary.
- Responsible for upkeep of various appropriate records of materials received
- Received deliveries of new equipment and ensured that all the supplies were in proper order
- Issued supplies as per the demand of the clients and maintained records of payments

## Pakistan

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## M/s National Foods Limited | Transportation Coordinator 2022 – 2023

### Key responsibilities:

- Arrange efficient delivery routes and dispatch drivers
- Act as the first port of call for drivers
- Help load and unload goods from distribution trucks
- Use radio frequency scanners to read barcodes, QR codes, RFID tags, etc., while picking and putting away orders
- Audit goods for inconsistencies or defects
- performance and automation
- Oversee port clearance, such as load needs, loading/offloading capabilities, and shipping configurations
- Report and maintain key performance indicators regarding mileages, fuel tax reporting, shipment details, stock levels, on-time delivery, and defects

## M/s Descon IT24 | Data Management

**2019 – 2021**

### Key responsibilities:

- Data Management
- Q.C (Data Update)
- Data handling

## M/s A.C Nielson | Account Assistant

**2013 – 2018**

### Key responsibilities:

- Filing
- Handling mail
- Handling invoices
- Basic bookkeeping