

BILAL ARSHAD

bilal78428@gmail.com

0528379068

Dear Sir/Madam

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.

I have had extensive vacation work experience as Account assistant, Data Entry Operator, Store Keeper, Sales and purchasing in office environments, the retail sector and service industries, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like [insert company name].

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Sincerely,

Bilal Arshad



Bilal Arshad

My Contact

✉ bilal78428@gmail.com

☎ 0528379068

📍 Dubai,UAE

Computer Skills

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

Soft Skills

- Observation
- Decision making
- Communication
- Multi-tasking

Career Objective

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

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

- University of Punjab
Bachelor of Arts (BA)

Certificate

- 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

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