



# MUHAMMAD BILAL

So/Ghulam Murtaza

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DOB 7/03/1999

## Experience

### Hamza Stationary Shop

2017 - 2022

Saleman

I have 5 Years experience in Saleman Stationary Shop

I Was Working Under Pressure, Customer Service And Communication. Work well independently Build and Maintain Strong Relationships With Customers.

### Allama Iqbal Open University

2015 - 2017

Office Boy

I Have 3 Years Experience In Office Boy In ALLAMA IQBAL OPEN UNIVERSITY Admission Office.

Performed Paperworks

Documents Printing

Cleaning Services

Brings Tea/Coffee/Food If Required

Students Meetings/briefing

Managing Cash Of Students Admission

Making Draft Of Students

### Marian Hotel

2013 - 2015

Room Attendant

I Have 2 years Experience As House keeper my Primary duties included

Cleaning and sanitizing the bathrooms, kitchens, and living areas

Making beds and changing linen

Vacuuming, sweeping, and mopping the floors

Dusting and polishing furniture and fixtures

Doing laundry and ironing clothes

Organizing closets and storage spaces

Stocking and Replacing supplies.

## Education

### Technical And Vecational Center Ghazi

Matric

2015 — C

## Skills

- Communication
- Teamwork
- Problem Solving
- Time Management
- Attention To Detail
- Creativity

## Language

English, Urdu , Hindi , Pashto , Panjabi , Saraiki

## Publication

### Visa Status

Canceled Visa