



Muhammad Bilal Ashraf

Nationality: Pakistani **Date of birth:** 27/11/1997 **Gender:** Male

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Work: Dubai Industrial City, Saih Shuaib 2, Dubai (United Arab Emirates)

ABOUT ME

I am flexible, reliable and possess excellent time keeping skills.

I am an enthusiastic, self-motivated, reliable, responsible and hard working person.

I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

I can work in Flexible hours.

WORK EXPERIENCE

Fleet and Transport Coordinator

Yousaf Noor Cargo Transport by Heavy and Light Vehicles LLC [01/09/2023 – 04/09/2024]

City: Dubai | Country: United Arab Emirates

Home Delivery Partners with Landmark (Home Centre), (Home Box) Home furnishings.

- Developing and maintaining schedules for vehicle maintenance and repairs.
- Coordinating vehicle reservations, usage, and maintenance requests.
- Monitoring and tracking vehicle inventory to ensure adequate supply levels.
- Managing driver schedules and ensuring compliance with all relevant regulations and standards.
- Responsible for the activities associated with the transportation of products from suppliers into the network.
- Optimize transport planning in the most efficient way for customer and stakeholders.
- Maintain proper and accurate Pre-Shipment and Post-shipment Administration.
- Track and Trace
- Proof of Delivery
- Over, short, and damaged shipment issues.
- Evaluates, records, and responds to additional/special service requests (i.e. lift-gate, inside delivery, etc..).
- Work with transportation providers and freight payment team to ensure proper accessorial cost and flows.
- Handle damage and loss claims.
- Assists in troubleshooting and resolving safety, service, and operational issues.
- Ensure correct estimates in transport planning system.
- Meet on time delivery (OTD) requirements and follow on di with suppliers and Customer Service.
- Stakeholder management; adequately and proactively inform Customer.

Accountant

Punjab Electronics Samundri [01/02/2020 – 31/08/2023]

City: Faisalabad | Country: Pakistan

- Prepare accurate, timely financial reports of company expenditures following the established schedule.
- Review and analyze the balance sheet, income statement, cash flow statements, and variance narratives.
- Oversaw the company's general account operations by strategically controlling and verifying financial transactions.
- Reviewed and analyzed preliminary financial statements and month-end reports to with 100% accuracy.
- Reviewed accounts payable and invoice listing to confirm validity and to conduct of budget update as necessary.
- Managed the development and improvement from a handbook system to a computerized environment.
- Produce profit and loss statements and other financial reports.
- Tracking income, and checking expense figures for accuracy and legitimacy.

Mathematics lecturer

Aspire Group of Colleges [03/01/2019 – 31/01/2020]

City: Faisalabad | Country: Pakistan

- Designing and delivering effective lesson plans for students of all levels.
- Monitoring student performance and providing feedback.
- Working with other teachers to develop new teaching methods.
- Providing individual and small group tutoring for Math students.
- Developing lesson plans to help students improve their understanding of Math concepts.
- Assisting students with Math homework.

Sales Representative

Bisconni [01/02/2018 – 31/12/2018]

City: Faisalabad | Country: Pakistan

- Worked in a fast-paced sales environment, driving sales customer satisfaction.
- Achieved sales targets through effective territory management and regular customer engagement.
- Built and maintained strong relationships with key decision-makers.
- Ensuring customer satisfaction and loyalty.
- Provided exceptional customer service and product knowledge to increase customer retention and repeat business.
- Negotiated and closed sales agreements, resulting in increased profitability and revenue growth.
- Collaborated with cross-functional teams to develop marketing strategies and support sales initiatives.

EDUCATION AND TRAINING

M.Phil Mathematics

University of Agriculture Faisalabad, Pakistan [15/09/2020 – 30/12/2022]

City: Faisalabad | Country: Pakistan | Website: www.uaf.edu.pk

M.Sc Mathematics

University of Agriculture Faisalabad, Pakistan [01/08/2018 – 28/09/2020]

City: Faisalabad | Country: Pakistan | Website: www.uaf.edu.pk

B.Sc Mathematics

Government College University Faisalabad, Pakistan [10/09/2015 – 22/02/2018]

City: Faisalabad | Country: Pakistan | Website: www.gcuf.edu.pk

F.Sc Pre Engineering

BISE Faisalabad [11/07/2013 – 22/08/2015]

City: Faisalabad | Country: Pakistan | Website: www.bisefsd.edu.pk

Matric

BISE Faisalabad [01/04/2011 – 10/07/2013]

City: Faisalabad | Country: Pakistan | Website: www.bisefsd.edu.pk

LANGUAGE SKILLS

Mother tongue(s): Urdu | Panjabi; Punjabi

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Hindi

LISTENING C2 READING A1 WRITING A1

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Internet Services / Microsoft Word / Emails / Social Media / Microsoft Outlook / Microsoft Excel

HOBBIES AND INTERESTS

Book Reading

Traveling

Poetry

Gym

Movies

Music