



MUHAMMAD BILAL

CONTACT

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EDUCATION

01/2020 - 04/2022

Some College (No Degree): I Com
Superior College Piplan, Pakistan,
Pakistan

LANGUAGES

English

Elementary

5

Urdu

Fluent

10

PROFESSIONAL SUMMARY

Resourceful leader remaining calm under pressure and promoting superior time management and conflict resolution skills. Hardworking retail management professional versed in all aspects of running high-end store, including opening and closing procedures, banking, merchandising and recruiting.

WORK HISTORY

February 2022 - October 2022

Computer Operator, Hashii Group Of Companies,
Islamabad, Pakistan

- Installed new hardware, software updates and security patches.
- Performed continuous checks on data access types and file permissions.
- Ran and maintained various machines such as desktops, printers and sorters.
- Operated computers and data processing equipment in line with established procedures.
- Managed large datasets using MS Word Excel.
- Worked flexibly on shift basis.
- Checked logging time and equipment usage regularly.
- Arranged hardware and software maintenance and repairs.
- Generated detailed data reports, enabling improved analysis processes.

SKILLS

- Data processing.
- Communication skills.
- Reporting skills.
- Teamworks.
- Strong work ethic.
- Just In Time stock control
- Store management
- Outstanding communication skills
- Retail inventory management
- Customer satisfaction
- Relationship management
- Promotional activity analysis