



# Resume

**Muhammad Bilal**

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## OBJECTIVES

Currently working and available in Dubai and seeking a job in professional organization, where I can utilize my efforts and learn new tools and techniques for a bright future.

## PERSONAL INFORMATION

Father name : Said ali khan  
Date of birth : 15 July 1998  
Nationality : Pakistani (Muslim)  
Pakistan CNIC : 17201-0617728-3  
Passport number : EK3707281  
Visa status : Employment visa  
Marital status : Single



## ACADEMIC QUALIFICATION

Certificate/Degree	Obtain/total marks	Years	School/College/University
Matric (arts)	604/1100	2015	Government high school no 2 nowshera
D.Com (Science)	906/1200	2018	Apostle degree college nowshera
Bs commerce 2 Semester	950/1200	2019	Abdul wali khan university mardan
Computer courses (IT) + Ms. office + Windows basics + Graphics design + Typing + In page + Info tech	Certified	2016	Unique academy nowshera

## WORKING HIS TORY

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 Working in different fields I performed the following task

 **SALE EXECUTIVE** in super star electronics Nowshera KPK (2017-18)

- Receiving the goods manually      Checking the invoices
- Checking price and expires      Checking the quality and quantity of goods

 **STORE KEEPER** in Super market Nowshera KPK (2018-19)

- Properly settings of the store      Receiving the goods by system
- Checking weight and expire      Warehouse to market shifting

 **RECEPTIONIST** in zaman hospital nowshera (2019-20)

- Greeting and meeting with people      proving information about hospital
- Making doctor's appointment      patients admitting process
- Daily phone calls attending      patients records maintaining

 **AL SAYED RENTAL TOOLS** in Nowshera kpk (2020-23)

- Maintaining record of customers      Maintaining contacts & relationship with customer
- Persuasive dealing with customer      Inspection and counting of inventory on daily basis

 **SECURITY OFFICER** in 365 security company Dubai (2023-Currently)

- Safety of people and assets is the top priority      Rectification of incidents
- Inspections and guiding to people      Checking verification of visitors

**GAINING EXPERIENCE BY DOING WORK WITH COOPERATION, ETHICAL STANDARD, DISCIPLINE AND MANNERS**

## PERSONAL SKILLS

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- Punctuality of duty and time      Associative and cooperative
- Team work management      Planning and alteration

## INTERESTED SUBJECTS

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 **Forex and stock market**

 **Business accounting**

