

**Muhammad Bilal**

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| **CONTACT** |  |
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| (+971) 55-1244067 |  |
| muhammadbilalb509358@gmail.com |  |
| Dubai, UAE |  |
| **EDUCATION** |  |
| Sep-2018**Bachelor in Science**,Abbottabad University of Sciences and Technology – *Pakistan.* |  |
| Aug- 2018**Diploma in Information Technology**- BTE Board Peshawar 2018 |
| **KEY SKILLS** |  |
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* Organizational Skills
* Time Management
* Interpersonal Skills
* Ms office
* Installing Windows
* Troubleshooting
* Removing System Error
* Maintaining Record
* Friendly & helpful
* Adaptable
* Well mannered
* Articulate
* High energy levels
* Interpersonal skills
* Efficient

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| **LANGUAGE SKILLS** |  |
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IELTS 6.0 |  |  |

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| **PROFILE** |
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| Devoted knowledgeable about products and eye-catching display strategies. Organized, hardworking and An experienced with a proven track record of success in meeting and exceeding organizational goals. Possesses excellent communication and problem-solving skills, with the ability to work both independently and collaboratively. |
| **PROFESSIONAL EXPERIENCE** |
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| Sep- 2023- Nov 2023ANT Technical Services- **Office Assistant** **, Dubai, UAE*** Greeting visitors entering the office determined the nature and purpose of visit and directed them to the appropriate destination.
* Locating and attaching appropriate files to incoming correspondence requiring replies.
* Answering and managing incoming and outgoing calls while recording accurate messages.
* Maintaining a clean reception area, including lounge and associated areas.
* Maintaining and updating filing, mailing, and database systems, both manually and using a computer.
* Performing general office duties, such as ordering supplies, maintaining records management, and performing basic bookkeeping work.
* Opening, sorting, and distributing incoming correspondence, including faxes and email.
* Operating office machines, such as photocopiers and scanners, and personal computers.
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| Sep- 2021- Feb 2023**Qaabil Solutions Pvt Ltd,Office Assistant Karachi, Pakistan.*** Greeting visitors entering the office determined the nature and purpose of visit and directed them to the appropriate destination.
* Locating and attaching appropriate files to incoming correspondence requiring replies.
* Answering and managing incoming and outgoing calls while recording accurate messages.
* Maintaining a clean reception area, including lounge and associated areas.
* Maintaining and updating filing, mailing, and database systems, both manually and using a computer.
* Opening, sorting, and distributing incoming correspondence, including faxes and email.
* Operating office machines, such as photocopiers and scanners, and personal computers.
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