

BILAL MALIK

bilalmalik345@gmail.com

Contact # 0568871388

Passport Number:-DR0762682

Date of Birth: 23rd March, 1984

Visa Status: Sponsor Residence visa



Objective

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Professional Experience

Food Safety Supervisor

Al Jadeed Bakery L.L.C (Dubai)

Dec 23 – till date

- Handling & Supervising bakery products
- Maintain the opening & closing stock of bakery products
- Dealing & Reconciliation with some al Jadeed bakery vendors (Al Rawabi, Al ain, Al Marai)
- Maintaining Daily cash sales report
- Dealing the ministry people come for inspection

Finance Executive & Administrative Head

WAGONERS WORLDWIDE (PVT) LTD. (an international freight forwarder company)

2010-2023

- Roster, Attendance/leave record maintain on daily basis
- Computer Data-Base.
- Reviewing & verifying daily receipts & payments.
- Reviewing & controlling daily Cash payments.
- Reviewing & verifying Monthly Staff Salary Payments.
- Controlling Advances to Staff
- Reviewing daily Sales Reports of Sea Freight booking through various Shipping Lines & resolve disputes of Rate differences between Wagoners & Shipping Lines.
- Critically Reviewing Computerized General Ledger Transaction to control data- base & rectification of errors.
- Dealing with the matters of banks for refinancing & credit limit.
- Dealing with the leasing companies for lease of new vehicles for Executives of the company.
- Preparing complied Annual Financial Statements of PCS Network for submission to various legal authorities, i.e. Income Tax Department & Banks.
- All Admin Work of Wagoners Worldwide (Pvt) Ltd.
- Recovery from Different Customers.

Finance Officer & Administrative Officer

PAKISTAN CARGO SERVICES (PVT) LTD. (an international freight forwarder company)

2007-2010

- Roster, Attendance/leave record maintain on daily basis
- Computer Data-Base.
- Reviewing & verifying daily receipts & payments.
- Reviewing & controlling daily Cash payments.
- Reviewing & verifying Monthly Staff Salary Payments.
- Controlling Advances to Staff

Qualification Details

B.COM (Bachelor of Commerce)

2006

Training and Workshops

- Leadership Training
- Career Management workshop
- Career strategy (How to progress in your career)
- Stress Management & Time Management

Skills and Strengths

- Hands on with Microsoft Office applications.
- Excellent over all Analytical Skills and strong negotiation skills.
- Capacity to work under pressure and meeting the targets within given deadlines.
- Proactive, energetic and success driven individual with strong commitment to excellence.
- Comfortable at multitasking and interact effectively with various clients at all levels.
- Skills to give Negative/Positive feedback in constructive way.
- Handle Some Administrative Work.
- Trustworthy & reliable
- Pleasant personality & having good interpersonal skills

System Skills

MS-office: (MS-Word, Excel, PowerPoint, Excellent Presentation Skills,)

Software: (MS VISUAL FOX PRO)

Web: (MS Outlook, Search Optimization)

Project Management: Analysis & Reporting