**BILAL**

Email: *bilal.328331@2freemail.com*

Availability: Immediate (on demand)

## **CAREER OBJECTIVE**

To be part of a challenging career and contribute to the growth of any organization by applying the knowledge, skills and expertise gained through professional education and work experience and thereby enhancing of my own career prospects.

## **CURRENT STATUS & WORK EXPERIENCE**

**Document Controller Cum Admin in United Friends at Faisalabad, Pakistan.**

(August 19, 2013 to September 30, 2016)

* Systematically keeping confidential documents, and other files of the company.
* Maintaining & Preparing Daily Office Documents.
* Evaluate their performance.
* Assists and answers clientele inquiries.
* Handling operation if necessary.
* Handle client’s complaints.

**Receptionist in ZKB-Reliable at Lahore, Pakistan.**

(From June 1. 2012 to July 30, 2013)

• To serve visitors by greeting, welcoming, directing and announcing them appropriately.

• To answer, screen and forward any incoming phone calls while providing basic information

 when needed.

• To receive and sort daily mail/deliveries/couriers

• To maintain security by following procedures and controlling access (monitor logbook, issue

 visitor badges.

• To update appointment calendars and schedule meetings/appointments

• To perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

## **Education**

* **B.Com** from Punjab University Lahore, Pakistan (graduated in 2012)
* **D.Com** from PBTE Lahore, Pakistan ( 2009)
* **Metric** from BISE Faisalabad, Pakistan (2007)

## **COMPUTER SKILLS**

* Professional in Microsoft Office(Word, Power Point and Excel)

## **PERSONAL INFORMATION**

Date of Birth : 06 September, 1991.

Languages : English, Urdu.

Marital Status : Single