 Bilal

E-mail: [bilal.343285@2freemail.com](mailto:bilal.343285@2freemail.com)

Al- Nasiriya Sharjah

Visit visa: valid till 4th march 2017

# Personal Profile

MBA qualified with experience of Accounts. Multilingual with good communication, interpersonal and IT skills as per demand of successful career in today’s competitive environment. Proven meritorious record as a team player as well as a leader. Willing to join an organization which has the potential to develop career.

# Skills and Expertise

**Professional Skills and Expertise**

* SPSS (Statistical Package for the Social Sciences)
* MS Excel, Power point and Outlook
* Basic computer software and hardware skill.
* Accounting software quick book
* Typing speed 60 Words Per Minute

**Personal Attributes**

* Ability to plan and prioritize tasks to ensure effective time management.
* Rapid adaptability to management’s directional changes.
* Ability to be persuasive when interacting with colleagues and senior management.

# EXPERIENCE

**Abdullah lighting Company Private Ltd. Islamabad. Pakistan (Jan 2015 to Nov 2016)**  **Account Assistant**

**RESPONSIBILITIES:**

* Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors,
* Maintain Internal Audit: Store and Accounts Book,
* Maintain Journal Entry Sale, Purchase & Exp Invoice,
* Maintain all Accounting voucher entry.
* Maintain Petty Cash Book & day to day books of Accounts in Tally,
* Maintain day to day Accounts & reporting to the senior management.
* Perform sales invoicing to clients with information from operations department.
* Interact with internal and external clients relating to accounts and finance matters of out-standings, credit/debit notes, deductions, etc.
* Handle account payables and receivables.
* Inputting of supplier invoices and employee expense claims to the ledgers.
* Conducting regular business reviews of financial performance.
* Proactively identifying business improvement opportunities.

**3 Month internship (System foundation NGO Islamabad Pakistan)**

* Keeping & Maintaining of Record Periodically

# Education

**Master’s in business Administration (MBA) 2012 – 2015**

* National University of modern languages Islamabad Pakistan.
* Finance and Accounts

**Bachelors of commerce 2011-2012**

* Punjab university Lahore
* Commerce, accounts, Auditing

**Higher secondary Education 2009 - 2010**

* Federal Board of Intermediate Islamabad Pakistan
* Commerce, accounts

**Secondary Education 2007 - 2008**

* Federal Board of Intermediate Islamabad Pakistan
* Physics, Chemistry, Biology

# University projects

* Business and Marketing Plan
* Ratio Analysis of 10 years’ financial statements of FFC
* Writing of Memorandum of Association (MOA)
* Research Paper Writing
* Research Proposal Writing
* Report on Corporate Governance
* Over viewing of Literature review
* Working on Statistical Package for the Social Sciences (SPSS)
* Report on E-Business
* Delivering presentation
* Analysis of Annual Report

# Achievements

* Awarded Scholarship towards MBA by HEC
* Certificate of excellence awarded for participating in industrial trip

# Languages

* English, Urdu

# Reference

Will be provided upon request