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**Bilal**

**Objective**Bearing a strong Academic background with compelling ambition for learning, I seek a challenging career that gives me a chance to prove my intellectual and managerial abilities, polishes my skills, and adds to my professional strengths in financial management.

**Personal Information**

Domicile : Charsadda,Pakistan

Address : DIP Dubai

Date of Birth : 21-Feb-1984

Visa Status : Visit

Email : bilal.374807@2freemail.com

**DPS : clear DPS card**

**Accounting Level Skills**

[General Ledgers, Accounts Payables, Receivables, Fixed Assets, Inventory, Expenses, Income statements, Cash Managements weekly, monthly, quarterly and yearly ]

Accounting Software’s: Peachtree, Quick Books, Applications and Customized Software’s Good knowledge of MS Excel.

**Information Technology Level Skills**

Application Packages-MS Word, MS Excel, Power Point, Operating Systems-Windows98,Windows 2000,XP, Windows7 & Internet Related Packages.

**Professional Experience**

** Hotel Pak Continental
Admin & Cash Officer** (Jan 2015 – Dec 2015)

Cross-sectional examination of Daily Sales sheet, Housekeeping reports, Room Rent Books with all quotes of Mini bars, laundry extra beds, store, meeting bills and functions bills, Recording check in date and check out date, Cash Receiving from customer, Cash deposited in banks, Expenses and Cash Handling.



 **Tiger International Armor Company Kabul Afghanistan
Admin & Finance Officer** (March 2010 – July2013)

Was responsible for Receivables and Payables, Inventory and non inventory items, CGS, Bad debts, owner equity, expenses controlling, complete filing system, cash handling. Preparing the income statements, expenses ledgers and balance sheet accounts.

** National Internship Program
Internee** (june2009 – March 2010)

Was responsible for Minutes of Meeting, Agenda of Meeting, Seniority List and Letters.

** USAID
Enumerator** (Dec 2009)

Assessed Primary Healthcare delivery system; skills of health care providers. Evaluation of community satisfaction level in availability of health services checked the knowledge of mothers on key health problems.

**Educational Background**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Exam | Passing Year | Board/University | Marks | Division | Subjects |
| Obt | Total | Percentage |
| Msc | 2007 | University of Peshawar | 729 | 1200 | 60% | 1st | Economics |
| Bsc | 2004 | University of Peshawar | 330 | 550 | 60% | 1st | Science |
| Fsc | 2002 | BISE Peshawar | 633 | 1100 | 57% | 2nd | Science |
| Ssc | 2000 | BISE Peshawar | 497 | 850 | 58% | 2nd | science |

**Professional Qualification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Exam | Passing Year | Board/University | Marks | Division | Subjects |
| Obt | Total | Percentage |
| DIT | 2004 | Engineering University | 1138 | 1600 | 70% | 1st | Information Technology |

### Language Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Languages | Reading | Writing | Speaking |
| English | Excellent | Excellent | Excellent |
| Urdu | Excellent | Excellent | Very Good |
| Pashto | Excellent | Excellent | Excellent |
| Dari/Persian | Good | Good | Excellent |

**Declaration**

I hereby Declare that all the above mentioned information are true and correct to the Best of my knowledge and belief.

Date: **Bilal**