



Muhammad Bilal

Cell # +92-307-000-2499, Email #bilalpress546@gmail.com
www.linkedin.com/in/muhammad-bilal-b6088024/

Objective

To learn and develop the ability of working in competitive environment for brilliant career. where I could have the opportunity to work enthusiastically for the attainment of organization objectives.

Academic Qualification

- **BBA** (4 Years) (Bachelor Business Administration) Specialization **Marketing** from University of Central Punjab (2005 to 2009).
- **ICS** (Computer, Statistics and Economics) from Gordon Collage Rawalpindi, Rawalpindi board (2004 to 2005).
- **Matric** (Computer Science) from Sims school Rawalpindi Board (2003).

Experience

Having more than 15 Years of 360-degree Multidimensional experience in various Sectors. I am a Performance-driven and forward-thinking professional, with market knowledge & expertise in Marketing, Management, Advertising & Real estate. I believe in focusing on achieving bottom-line results while formulating and implementing advanced business solutions to meet the diversity of needs. A successful track record & versatile experience in dealing & working with Government & Private sector organizations.

1. Hilal Publications (Hilal Magazines) (May 2024 to Continue) **Am Outreach & Marketing**

The essential job duties as diverse and often complex. But some of prominent duties and responsibilities might include.

- Public relations: in charge of creating & managing strategic relationships with advertiser's, institutions, other organizations, distributor's. attending events and collaborations that may be useful for the organization.

- Administrative duties: Project management perusing billing, recoveries. procurements and coordination are some administrative duties in addition to supervising staff as team and office work.

2. **Zameen.com (August 2023 to November 2023)**

Sales Manager Project Sales

IN CPML department guide Team regarding ongoing projects detailing and USP (Unique selling points). Business development Working through internal CRM Software like Propforce ,Propgo working on internal Leads provide by company according to given KPI'S .

3. **Edge Synergy (June 2021 To July 2023)**

Manager Compliance & Documentation 2 year & 2 months

- Team lead which ensure Sales Purchase Agreement (SPA) after completion of check list which include required basic client documents, issuance of inventory include initial application form of client generating CPR from accounts till smoothly and timely hand over documents to client after all compliance.
- Monitoring Team of CRM sending different event & occasions messages to client, feedback related Campaigns. Provide after sales services to clients related to tax matters rates on any other updates after coordination from relevant departments.
- Active role in Business Development, Direct sales

4. **Future Marketing (Pvt) Ltd (October 2019 TO May 2021)**

Manager Sales & Marketing/Executive Sales Coordinator 1 year & 8 months in Future Marketing Head office Islamabad a Real Estate marketing firm owned by **Al-Musaddiq Group** had own project country wide.

- Managing over 1000+ inventories of 3 ongoing projects **Mall of Kharian, Brands Village Sialkot, Brands Village Mangla.**
- Managing UAN of 3 projects which include new leads, generated by all mediums and existing customer's queries regarding Buyback, Rent, Resale etc.
- Liaison between site sales team and train them regarding product knowledge and updates Digitally and via live sessions in head office. Facilitate client and brands/Brand leasing representative who come in head office.
- Analysis of market response regarding leads and walk in customers & Reporting to senior management of company.

- Preparing/Drafting, check list and finalizing Sales Purchase Agreements (SPA), provisional/final allotment letter and leasing agreement/tenancy agreement as heading Team Lead.
5. **Manhattan Communications (Pvt) Limited (October 2009 to September 2019)**
Account/Customer Relation Manager
had **10 years'** experience as Account/Customer Relation Manager in Manhattan Communications Private Limited (Advertising & Media Agency) Islamabad office my clientage which I was given services NLC, FWO, SCO, CSD, PTA, NDMA, OGDCL, Askari Cement, SME BANK, NDMA, National Highways & Motorway Police (NH&MP) & ISPR include Academic sector like NUST, NUML, Foundation University, COMSATS ,IST, APCOMS,APS&C etc. Provide a hub role among Media, Clients, and Organization as Communication Manager.
- Give solutions to clients according to their Demand, Desire, Priorities, Budget & Target Audience. Executing their print and electronic (include social media) & outdoor campaigns include Jobs, Tenders, Auction, Misc. advertisements. Media coverage & Press releases of events and expo's & communications strategy's, Branding.
 - Perform administration tasks like keeping and maintaining all clients, releases, invoices, and payment record pursuing recovery and other in writing correspondence include managing and leading other organization member as team.
 - Pivotal role in working on prospect clients and proposals in business development & business strategies.

6. **State life Insurance Corporation (September 2008 to August 2010)**
Insurance consultant

2-year experience as Insurance consultant in Find prospect clients (Direct Marketing, Personal selling) dealing with them and make best package for them (according to demographics, income and target market). Do internal communication in organization and make documentation and registration process from client to company and then company to client side provide after sale services with the core objective of customer satisfaction on vision of retaining them.

Computer Skills

- MS office Word Excel PowerPoint
- Social Media Management
- CRM

Research & Technical Skills

- Advertisement's Strategy and Execution (Newspapers, Tv, Bill board) ATL&BTL
- Marketing Plan
- Feasibilities
- SWOT (Strength Weakness Opportunity Threat) Analysis
- Event Management
- Client Management and business development
- Recruitment and Planning

Languages

Urdu : Fluent

Punjabi : Fluent

English : Normal

Personal information

Name = Muhammad Bilal	Father Name = Muhammad Tahir
Domicile = Punjab	
Date of Birth = 29-12-1987	Age =37
	Marital Status = Married
Cell = 0307-000-2499	Email = bilalpress546@gmail.com
Resident = Rawalpindi, Pakistan.	