



MUHAMMADBILAL

■ Islamabad, 44000 Pakistan ■ 0313-5215021 ■ bilalonnnet1234@yahoo.com ■

To seek a challenging position in the era of competitive environment and excel up to the optimum Level to better serve the interests of the organization.

SKILLS

- Basic Computer Literacy with good Command on MS Office (Outlook, Spreadsheets Word, Power point).
- Planning and Organizing Workflow.
- Giving Formal Presentations.
- Expressing Personal Ideas to Individuals or Groups.
- Team Player.
- Multi-tasking.
- Developing Plans for Projects and Collaborating and Ideas.
- Effective Performance under Pressure.
- Customer Oriented Approach.
- Effective and Efficient Interpretation Skills.

WORK HISTORY

1- SENIOR ADMIN OFFICER(From Dec 2022 to Dec 2025) **STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

- General Administration operations / affairs.
- Reduced operational costs with thorough budget analysis and strategic resource allocation.
- Facilities Management.
- Being part of Procurement committees for smooth executions following PPRA regulations.
- Record Maintenance of MOUs / Partnerships & Institutional communications.
- Develop and implement office policies and procedures.
- To provide assistance in Strategic Decision making.
- Managed multiple tasks, ensuring timely completion within budget constraints.
- Assisted in the recruitment process by reviewing resumes, conducting interviews, and providing recommendations for hiring decisions.

2- SENIOR OFFICER COMPLIANCE(From Mar,2020 to Dec 2022) **INSTITUTE OF CHARTERED ACCOUNTS OF PAKISTAN**

- Compliance and counselling review trainings.
- Conduct of inspections in audit firms regarding compliance visits.
- Servicing to students and members of institute under the umbrella of compliance regulations.
- Compliance visits of educational institutes in accordance with ICAP by-laws.

3- ASSISTANT TO DIRECTOR GENERAL(From May,2017 to Mar,2020) **COMPETITION COMMISSION OF PAKISTAN**

- Streamlined office operations for enhanced productivity with organized filing systems and task prioritization.
- Optimized resource usage by managing inventory levels, ordering supplies, and maintaining equipment functionality.
- Timely Execution of task allotted by Director General.
- Protocol /Secretarial support to the executive.

4- CUSTOMER SERVICES/ OPERATIONS OFFICER(From Nov,2013 to May,2017)

BANK ALHABIB

- General Banking operations with customer satisfaction.
- Clearing of cheques for timely adjustments of funds.
- Streamlined operational processes by identifying inefficiencies and implementing targeted solutions.
- Business development for the sake of branch targets.

5- ADMIN/ACCOUNTS ASSISTANT(From Sep, 2009 to Aug, 2010)

M/S SKY PROMOTERS PVT LTD

- Enhanced team productivity by assisting with payroll processing, ensuring timely payment of employee wages.
- Facilitated smooth audits by maintaining accurate records and providing prompt responses to auditor requests.
- Safeguarded company assets through diligent monitoring of expenses, enforcing compliance with internal controls.

EDUCATION

- **MS/MBA.** CGPA 3.2/4.0, PMAS-Arid University, Rawalpindi (2013).
- **B. Com.** 2nd Division, University of Punjab (2009).
- **I.COM.** 1st Division, FBISE(2007).
- **SSC.** 2nd Division, FBISE(2005)

LANGUAGES

- **Excellent Communication Personal Skills in English & Urdu both Verbal and written:**

PERSONAL INFORMATION

- Address: Flat # 01, Block # 22, PHA Flats, G-10/2, Islamabad.
 - CNIC Number: 61101-7545483-5
 - Father's Name: Muhammad Sharif
 - Date of Birth :02/03/1989
 - Nationality: Pakistani
 - Marital Status: Married.
 - Domicile: Punjab.
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