

BILAL . MUHAMMAD . SIDDIQUE

Position: ADMINISTRATOR

Experience: 10 Years



Educational Qualifications: Intermediate

Key Skills: MS Office, Customer Relations, Customer Service, Team Worker, Easy to understand and responsible to know the company's expectation

Mobile: +923025862045

Current Location: Islamabad, Pakistan

Availability: Immediately / Relocate in two days

E-mail: bsbillu179@gmail.com

Summary Of Career:

Having experience of 10 years in Administration, Admin Assistant, Front Desk Executive, Document controller, Receptionist Activities

Having experience of 8 years in Cash management

Having experience of 6 years in Data entry operator

Excellent communication skills, both verbal and written

Educational Qualifications:

Intermediate

Computer Skills:

MS Office
Computer literate

Employment Records:

Bilal Asghar Tech Cont. A labor supply company. As an Administrator. From October 2018 To May 2019. Duties involve:

- Managing 60 labors.
- Hiring labors
- Maintaining records
- Making Invoices
- Applying and cancelling ID's of labors online.
- Applying and cancelling Visas of labors online

Al Saqr Camera & Monitoring Systems. A CCTV Cameras Installation company. September 7 2016 till September 7 2018. Admin Assistant. Duties involve:

- To report and assist the manager
- Maintaining and Safe keeping of records
- Serving customer inquiries
- Managing the telephone board
- Serving the best customer complaints
- Serving the best customer service
- Managing customer shop keys safely
- Maintaining cash transactions.
- Invoicing.
- Preparing staff salary and attendance sheet
- Preparing NOC forms (in Arabic) for cctv camera integrator transfer
- Making customer facility layouts. In order to achieve the camera license certificate from the General Resources Authority (GRA).
- Making quotations
- Preparing and maintaining customer records
- Preparing and maintaining Accounts Payable & Accounts Receivable
- Preparing and maintaining daily expenses on weekly basis
- To follow up with the project renewals
- To follow up with the monthly maintenance
- To follow up with other pending works assigned by the manager

National Corporation for Tourism & Hotels (NCT&H) as a Front Desk Executive cum Document Controller. December 2013 till December 2015 (at GASCO plant Bu Haasa and Royal Jet, Abu Dhabi). Duties involved:

- Giving high level of customer service
- Cash management
- Maintaining and documentation of records and controlling
- Data entry in MS Excel and Word
- Making reservations of guests
- Managing small shop
- Maintaining, managing stocks of shop
- Cash management of shop
- Serving customer queries and complaints
- Handling sales transactions
- Answering and handling the telephone board

Keys handling

A.U.S Solutions (Call Centre Company) in Karachi, Pakistan. January 2011 till July 2013. Duties involved:

- Outbound employee verification calls in their respective company in Canada
- Promotional campaign awareness calls
- Handling and resolving customer queries and complaints

Representation. Source & Quality Management (R.S.Q.M) (a Facilitator company for Garments Manufacturing) in Karachi, Pakistan. As an Accountant. June 2009 till December 2011. Duties included:

- Accounts Receivable
- Accounts Payable
- Monthly Report
- Giving high level of customer service
- Cash management
- Making receipt and payment vouchers
- Maintaining and documentation of records and controlling
- Making invoices
- Answering and handling telephone board.

Garden Medical Centre (24-hour Specialty Private Hospital) in Karachi, Pakistan February 2007 till June 2009 worked as a Front Desk Executive in. Duties involved:

- Giving high level of customer service
- Making reservations of in and outpatients
- Making reservations for surgeries
- Making receipt and payment vouchers
- Cash management
- Answering and handling the telephone board.
- Maintaining and documentation of records and controlling

Personal Details:

D.O.B	: 02/05/1988
Nationality	: Pakistan
Religion	: Islam
Marital Status	: Single
Languages	: English , Urdu