MUHAMMAD BILAL

Father Name: Iqbal Hussain Khalil

Address: Koh-e-Noor Town, Basti Ustrana Southern

Dera Ismail Khan

Domicile: Dera Ismail Khan

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Objectives: Seeking a position in a well reputed organization offering challenges, Accountability and an opportunity for carrier advancement.

**Expertise :**

* Debater
* Motivational Speaker
* Problem Solving Quality
* Energetic and dynamic team player
* Personality Development
* Strong Report writing & Communication skills
* Team development and management skills
* Able to work under pressure in a successful environment

Academic Qualification:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Programme | Total Marks | Obt Marks | %age | CGPA | Board / University |
| 2015-19 | BCS-Hons | 4500 3205 3.0 | | | | Qurtuba University, D.I.Khan |
| 2013-15 | FSc (Pre-Med) | 1100 | 659 | 59.9% | - | Govt. Degree College No.1, D.I.Khan |
| 2011-12 | SSc (Science) | 1050 | 735 | 70% | - | F.G Model High School (Federal Government) D.I.Khan |

Other Qualifications:

* Diploma Of Information Technology (DIT) - 1 year

**Computer Skills:**

* Microsoft Office 2003, 2007, 2010, 2013, 2016
* Administration of Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10
* Typing Speed Avg: 50 wpm

**Experience:**

* Accounts Receivable/Sales Executive at “Kaizen Systems” (2 Years)

[](http://kaizenus.com/index.html)

* Worked as a teacher in “The Ink School” (6 Months)
* Now working in a US Based Medical Billing Company

**Languages:**

English, Urdu, Saraiki, Panjabi, Pashto

**Reference:**

(If Required)