



## MUHAMMAD BILAL

Office Administrator

✉ m.bilal2468@gmail.com

☎ +923239707987

📍 Near g.t road kibriya town  
Jhelum

### 🚀 TECHNICAL SKILLS

Professionalism in handling  
customers

Inventory Clerk

OS installation and Trouble  
shooting

Computer Operating

Excellent communication skills –  
both verbal and written

Great attention to details

Leadership Skills

Interpersonal Skills

Ability to remain calm even when  
working under pressure

Ability to work under pressure



## CAREER OBJECTIVE

To continue my career with an organization that will utilize my IT Support , SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.



## EXPERIENCE

### Zainab Mall (Shopping Mall)

Office Administrator

*May 2017 - February 2019*

Answer and direct phone calls

Organize and schedule appointments

Plan meetings and take detailed minutes

Write and distribute email, correspondence memos, letters,  
faxes and forms

Assist in the preparation of regularly scheduled reports

Develop and maintain a filing system

Update and maintain office policies and procedures

Order office supplies and research new deals and suppliers

Maintain contact lists

Book travel arrangements

Submit and reconcile expense reports

Provide general support to visitors

Act as the point of contact for internal and external clients.

### Zaheer Construction Company

Office Administrator

*May 2013 - August 2016*

- Answer the telephone, take and deliver messages

- Welcome guests and visitors

- Send/collect mails and distribute to the receivers

- Distribute incoming faxes, memos and newspapers

- File, type and make photocopy of document as needed

- Ensure efficient use of office equipment (air-condition, computers, printers, fax, telephones, photocopier, etc.) by staff, guests and consultants

- Arrange maintenance as required or on periodic contract basis for communication

- systems and other equipment: phone, email, fax, photocopier, etc.

- Provide administration support to other teams as required: car service, stationary

- order, etc. and payment preparation

- Logistics for meetings, conferences and workshops organised within the locality.

### Al Rawan Trading Company LLC

Office Administrator

*October 2016 - April 2017*

Coordinate office activities and operations to secure efficiency and compliance to company policies.

Supervise administrative staff and divide responsibilities to ensure performance.

Manage agendas/travel arrangements/appointments etc. for the upper management.

## INTERESTS

Arranging social activities for family and friends  
Going to the gym  
Health and beauty  
Learning new things

Manage phone calls and correspondence (e-mail, letters, packages etc.).  
Support budgeting and bookkeeping procedures.  
Create and update records and databases with personnel, financial and other data.  
Track stocks of office supplies and place orders when necessary.  
Submit timely reports and prepare presentations/proposals as assigned.  
Assist colleagues whenever necessary.



## EDUCATION

### **Gov.t College g.t road Jhelum**

ICS (Intermediate)

49%

2013

### **Gov.t MC Islamia higher Sec. School Jhelum**

Metric

58%

2011

### **Gov.t Technical Training Institute**

Quantity Surveyor

89%

2014



## ACTIVITIES

Gym, Socialising, Reading and Internet Surfing, Travelling etc.



## PERSONAL PROFILE

Date of Birth : 23.06.1992

Marital Status : Single

: +92 3239707987

Known Languages : English, Urdu, Punjabi, Hindi