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KANWAL BILAL

Objective

My goal is to pursue a career in a growing and dynamic firm putting my theoretical knowledge into technical & practical from rendering all possible services in my capacity to the firm to effectively contribute to the optional growth of the company and where I can expose my skill and knowledge to face challenges and meet targets.

Administrative Skills

- Having a high level of accuracy, competency and confidentiality along with the ability to work within a big team.
- Can communicate effectively with colleagues, external companies, different departments and senior managers.
- Proficient using Microsoft Excel, Word, and Outlook, and also knowledge of the latest office procedures.
- A real team player within the immediate and wider group, and always helping out to get the job done.

Administration Experience

Worked as Office Assistant–II in Shifa International Hospital

Sector H-8, Islamabad, Pakistan

(April 2012 to March 2014)

Job Duties:

- ❖ Supporting the overall team with administration duties including minute taking, online research & data entry.
- ❖ Undertaking billing work, managing diaries, typing up correspondence, documents, minutes and reports.
- ❖ Assisting and direct reporting to GM of pharmacy for all office works.
- ❖ Maintaining data of Medicines companies, and manage medicines In/Out status.
- ❖ Issuing letters to the medicine companies for meetings and other queries.
- ❖ Performing a variety of general office and administrative support duties.

Internship

Eight weeks internship in Askari Bank (Pvt.) Ltd.

P.O.F Branch, Wah Cantt, Pakistan

(July 2010 – August 2010)

During the tenure of internship, I was rotating in following departments in order to understand the functions performed in these departments.

- ✚ Deposit / Credits / AGRI. Credit / Accounts.
- ✚ OBC / Clearing, Online / Remittance.
- ✚ CBSG (Consumer Banking Services Group).

Education	B.B.A (Hon's) (2008 – 2011)
	Comsats Institute of Information Technology, Wah Cantt, Pakistan.
	FSC (Computer Science) (2005 – 2006)
	Federal Board of Intermediate and Secondary Education, Pakistan.
	Matriculation (Science) (2004)
	Federal Board of Intermediate and Secondary Education, Pakistan.
Computer Skills	MS DOS
	Linux & Open Office (Basic Training)
	Win 98, Win XP, Win7, Win8, Win10
	MS Office 2000, 2007 & 2010
	In page & P Page
Soft Skills	Leadership Abilities
	Hardworking, Creative and Innovative
	Strong Communication & Analytical Skills
	Good in resolving conflicts
Interest Areas	Administration.
	Teaching.
Languages	Fluency in Reading, writing and Speaking: ☺ English ☺ Urdu
Personal Information	Fathers Name: Syed Muhammad Islam
	Date of Birth: 04-06-1987
	PAK CNIC No. 37406-6555970-2
	Passport No. SC5149702
	Marital Status: Married
	Domicile: Rawalpindi (Punjab)
	Religion: Islam
	Nationality: Pakistan
	Country of Stay: United Arab Emirates
	Emirates ID: 784-1987-3963850-4
	Visa Status: Husband's Sponsor (2 Years)
	Issue Date: 13/11/2018
Expiry Date: 12/11/2020	