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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