

CURRICULLUM VITAE

PERSONAL PROFILE

Name : Mr. Hazrat Bilal.
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Landi Kotal Bazar District Bazar.

PROFESSIONAL SUMMARY

Administration & Finance Executive with 6 years of experience in administration and accounts in Pakistan and Monitoring Officer 6 years of experience at Kingdom of Saudi Arabia during Hajj Operations. Strong communication skills, organized, with a track record of success. skilled at time-management, proficient in MS office, SPSS, Open Data Kit (ODK), Quick book, E-Hajj system and HGOMIS.

PROFESSIONAL EXPERIENCE

1 Year Months Manager

Hotel New Honey Moon Kalam

Achievements / Task

- Booking & Reservation.
- Coordination with Internal and External Stakeholders.
- Organizing Event, Workshops, Training etc.
- Managed telephonic and email interaction with Guest and Stakeholders.
- Logistic arrangement for Guests.

1 Years Field Enumerator

Apex Consulting Pvt Ltd

Achievements / Task

- Post Monitoring of Polio campaign.
- Lots Quality Sampling Assurance.
- Data collection of less than 5 years' children

6 Years Monitoring Officer (Seasonal)

Hajj Organizers Association of Pakistan

Achievements / Task

- Data Collection from Hujjaj.
- Monitoring of Private Hajj Operator
- Monitoring of Seasonal Staff.
- Reports (MS Office, SPSS, HGOMIS)

3 Years Experiences as an Administration & Finance Executive Hajj Organizers Association of Pakistan KP

Achievements / Task

- Provided administrative and clerical support, billing, record keeping, including meeting agenda. meeting minutes, printing, scanning, presentation, documentation etc.
- Prepared annually budgets and maintained fund monthly, quarterly, semi quarterly and annually inflow and outflow and record maintenance.
- Prepared annually working plan.
- Managed telephonic and email interaction with government firms and clients.
- Accurately booked rooms for guest, including those with special accommodations.
- Arranged annual general body meetings.
- Recruitments of seasonal staff.
- Logistic arrangement for hujjaj passports.
- Deployment schedule.
- Data Entry of Hujjaj.

3 Years Experiences Administration & Finance Executive Hajj Organizers Association of Pakistan Islamabad

Achievements / Task

- Provided administrative and clerical support, billing, record keeping, including meeting agenda. meeting minutes, printing, scanning, presentation, documentation etc.
- Prepared annually budgets and maintained fund monthly, quarterly, semi quarterly and annually inflow and outflow and record maintenance.
- Managed telephonic interaction with government firms and clients.
- Accurately booked rooms for guest, including those with special accommodations.
- Arranged annual general body meetings.
- Recruitments of seasonal staff.
- Logistic arrangement for hujjaj passports.
- Deployment schedule.
- Data Entry of Hujjaj.

2 Months Experience as Upper Division Clerk (UDC) Directorate of Hajj Complex Peshawar

Achievements / Task

- Provided administrative and clerical support, letters, documentation etc.
- Managed telephonic interaction with intended Hujjaj.
- Supervised seasonal staff.
- Data Entry of Hujjaj.

2 Years Experiences as a Computer Operator

Jamrud Lil Hajj Pvt

Achievements / Task

- Provided administrative and clerical support, presentation, documentation etc.
- Managed telephonic interaction with intended hujjaj.
- Uploaded hujjaj data on different software.
- Data Entry of Hujjaj.

EDUCATIONAL QUALIFICATION

Master in Business Administration Finance

Institute of Management Sciences Hayat Abad Peshawar.

CGPA: 3.21/4.00

Jan-2011 to March-2013

Bachelor in Arts (Economics & Statistics)

Government Degree College Landi Kotal.

Marks Obtained/Total Marks: 333/550

Aug-2008 to June-2010

Intermediate F.A (Economics, Mathematics & Statistics)

Government Degree College Landi Kotal.

Marks Obtained/Total Marks: 658/1100

July-2006 to May-2008

TECHNICAL SKILLS

- Microsoft Office (Word, Excel. PowerPoint).
- Window Installation.
- In-Page.
- Statistical Packages for the Social Sciences (**SPSS**).
- E-Hajj System (Saudi Arabia).
- Hajj Group Organizers Management Information System (**HGOMIS**).

SKILLS

- Leadership.
- Organization.
- Public speaking.
- Conflict resolution.
- Time Manager
- Hardworking and Committed
- Eager to Learn

LANGUAGES

- English
- Urdu
- Pashto