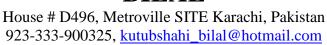
BILAL





SUMMARY

- Bachelors in Business Administration BBA-H
- Business Executive at Gerry's International.
- Quality controller and Finishing in charge at Crown Apparel.
- Experience of Event Management.
- Obtained industry experience through Permanent employee at SBT Japan global car exporting company.
- Business Executive at SBT Japan Pakistan.
- Obtained job experience at Al-Arab Travel and Tours
- Experience in call center, Outbound
- Volunteer Experience at INJAZ Pakistan

EDUCATION

Bachelor of Business Administration

Igra University

January 2017

Intermediate (Science)

Board of Intermediate Education, Karachi

May 2012

RELATED INDUSTRY EXPERIENCE

Work, **GERRYS** Bahria Complex 4, Gizri Clifton Karachi.

December 2022 Current Work

INTERNATIONAL

Responsibilities Performed

- Work in Gerry's International, in Qatar Visa Center Vac.
- Process CEID Checking the ID through Passport/Application/Physical check.
- Applicant process through proper channel FAQS/CEID/QSYS/TMS Application/Demographic Check/Biometric Process.
- Provide personalized customer service of the highest level.
- Making the daily report/sending email to the coordinator on daily basis.
- Taking feedback from applicants to remove barriers from daily process.

Work. CROWN APPAREL NEAR SABA CINEMA NEW KARACHI

October 2019 December 2020

Responsibilities Performed

- Work in Crown Apparel as a Quality controller and Finishing in charge
- Process Checking the process from cutting to packing material.
- Maintained the quality for product.(Fabric/damage/gram age/stitching/press)
- As a finishing in charge (Cropping/checking/pressing/packing).

Work, Plot D-496 Hoti Awan House Metroville

Site Karachi.

EVENT MANAGEMENT September 2019 August 2018

Responsibilities Performed

• Work as a manger to run the business.

- Organize an event for the customers.
- Maintained the accounts record.

Work, Al-Tijarah Center ,PECHS Shahra-e- May2017 SBTJAPAN. faisal Karachi. September 2019

Responsibilities Performed

• Work in Pakistan market. Dubai Market Botswana and Namibia Market.

- Build customer's interest in the vehicles offered by the company.
- Maintain profitable relationships with the business clients.
- Provide personalized customer service of the highest level.
- Work on ICON to provide the complete details of vehicles to customers.
- Call or write emails to respond to correspondence from customers or to follow up initial sales
 contacts
- Serve as a bridge between company and client.

Work,

Al-Arab. Metroville Summer 2014

SITE. Karachi

Responsibilities Performed

- Served as a sales represented
- Maintain the accounts records
- Interacted with customers, and sub-ordinates
- Work on promotion to increase sales.

SKILLS

Communication: Speaking effectively, Listening attentively, Presenting information.

Organizing, management and leadership: Initiating new ideas, Coordinating tasks, Managing groups, Coaching, Promoting change, Decision making with others, & Managing conflict.

Human relations: Developing relationships, Being sensitive, Listening, Providing support, Motivating, Sharing credit, Counseling, Cooperating, Representing others.

Technical skills: Microsoft word, Microsoft Excel, Microsoft PowerPoint, SPSS Statistics 2.1 & Prezi.

PROJECT EXPERIENCE

Computer Application To Business-1

Spring Semester2014

- Develop a new product to the market which name was "SMARTEL 3GNETWORK"
 - o Business Proposal
 - o Visiting Card, Calendar, Promotional letter, Letterhead.
 - o Covered all the aspects from launching of the brand toadvertisement.

Analysis of Financial Statement Report

Fall Semester2016

- Conducted an in-depth and thorough financial analysis of Buyco of the last five years
 - o Horizontal & vertical analysis of financial statements
 - Excel Dashboards

TVCADD: Spring Semester2015

- Project of Consumer Behaviorcourse
 - o Fragrances add for women.
 - o Covered all the aspects from launching of the brand to advertisement.

Multiple Projects Experience in University during BBA

ACHEIVEMENTS

- Appreciation Letter from Regional General Manager of SBT Pakistan for the month of December 2017.
- Achieved shield award for best performance in the month of December 2017& 2018 at SBT Pakistan office.
- Achieved A+ grade in score card in the month of January & February at SBT Pakistan office and also shield for the month of January 2019.