

# BILAL

House # D496, Metroville SITE Karachi, Pakistan  
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## 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**  
Iqra University

January 2017

**Intermediate (Science)**  
Board of Intermediate Education, Karachi

May 2012

## RELATED INDUSTRY EXPERIENCE

**Work,**  
**GERRYS**  
**INTERNATIONAL**

Bahria Complex 4, Gizri Clifton  
Karachi.

December 2022  
Current Work

### 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,  
EVENT  
MANAGEMENT**

Plot D-496 Hoti Awan House Metroville  
Site Karachi.

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,  
SBTJAPAN.**

Al-Tijarah Center ,PECHS Shakra-e-  
faisal Karachi.

May2017  
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  
SITE, Karachi

Summer 2014

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”
  - Business Proposal
  - Visiting Card, Calendar, Promotional letter, Letterhead.
  - 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
  - Horizontal & vertical analysis of financial statements
  - Excel Dashboards

## **TVCADD:**

Spring Semester2015

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

Multiple Projects Experience in University duringBBA

## **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.