

CURRICULUM VITAE

PERSONAL PROFILE

Name : Mr. Hazrat Bilal.
Date of Birth : 6th May,1989.
Cell No : 0092-3119268083,
: 0092-3067538128
Email I'd : bilalims01@gmail.com
Permanent Address : Ashraf Khel, Khuga Khel, Shinwari Landi Kotal District Khyber.
Postal Address: : Flat A 1, 1st Floor Faisal Mansion Opposite NBP Bank University
Road Peshawar.

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, Data Analytics and Business Intelligence, E-Commerce Management, SPSS, Open Data Kit (ODK), Quick book, E-Hajj system and HGOMIS.

PROFESSIONAL EXPERIENCE

1 Year 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 Year 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

- Data Analytics and Business Intelligence
- Microsoft Office (Word, Excel, PowerPoint).
- Window Installation.
- E- Commerce Management.
- 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