

MUHAMMAD BILAL

Professional Experience



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Core Competencies:

Bank Reconciliation	Accounts P/A	General & Accrual Entries	Administrative Tasks
Cash Flow Projection	Preparing Accounts	Import/Lc-matters	MIS (Software's)
Management	Liaison & Coordination	Accounts Receivable	Commerce Teacher

Professional Certification:

MBA

Education:

Master's

Work Experience

Duration	Organization & Location	Designation
Jan 22 On ward	Suffah Coaching Center, (Academy) City: Kot-Addu, Pakistan.	Business & Commerce Teacher
Dec 18-Sep19	Lone Star Technical Services LLC, City: Dubai UAE.	Administrator
Jan 16- Sep 18	(Emirates Secretarial Services), City: Dubai UAE.	Accountant
Jan 13- Jan-15	(New-Tech Pipes), City: Islamabad, Pakistan.	Accounts & Admin officer
July 11- July 12	(Prime Builders Pvt Ltd.) City: Lahore, Pakistan.	Accountant
July 10- July 11	(ASA Pakistan Microfinance Ltd) City: Lahore, Pakistan.	Accountant (MIS) & Loan Officer.

Work Experience



LONESTAR TECHNICAL SERVICES LLC

Lonestar Technical Services provides testing services in the areas of NDT and other lab tests those are certified by DAC and UAE Govt.

Responsibilities:

- ✓ To Handle and oversee the administrative matters of the NDT department.
- ✓ To generate invoices and deliver them in time by email or by hand.
- ✓ Make vehicle and labor cards to get enter within industrial zones for work as
- ✓ Free-zones in DUBAI, SHARJAH, etc.
- ✓ To make medical, insurance, health cards ready for labor and other staff members.
- ✓ To handle all the accommodation arrangements of a labor camp. Like buying all the stuff.
- ✓ To manage all the bills such as Electricity, mobile phone bills, internet bills, etc.
- ✓ To arrange Air Tickets and visa Renewal for all the department personnel.
- ✓ To close monthly invoices and report to Accounts Departments.



(ESS) EMIRATES SECRETARIAL SERVICES

Emirates Secretarial Services is an integrated business platform to push forward the development of business solutions in the region based on the most updated scientific methods, and also to consolidate the thought of creativity, perfection in the field of governmental service delivery depending on highly professional and experienced work team members.

Responsibilities:

- ✓ Dealing & Ensuring satisfying visit especially with VIP customers.
- ✓ To guide them proper was the major Part with the prospect of my job descriptions.
- ✓ Maintain all activities of Records Management i.e. administration, accounts, etc.
- ✓ Classifies and assigns records and sorts information according to their type.
- ✓ Managing database and ensuring that all records are up-to-date.
- ✓ Responsible for coordination with concerned departments internally as well as externally.



NEWTECH PIPES

NEWTECH Pipes manufactures (HDPE), (UPVC) & (PPRC). To ensure that the highest standards are met Complying thoroughly with ISO 9001-2008 standards. Moreover, the Raw materials are imported from World-class Suppliers around the globe.

Responsibilities:

- ✓ Making all vouchers of Receipts, Payments & Journal.
- ✓ Maintaining the Payable Accounts of Suppliers / Vendors.
- ✓ Handle Receivable Accounts of Customers with Trail Balance.
- ✓ To generate / Prepare Final Accounts manually plus on Software.
- ✓ To Prepare & maintain Monthly Salaries & Ledgers of staff/employees.
- ✓ Good knowledge in documentation handling, this relates to the Bank.
- ✓ Verification of daily collection and its prompt deposit into the bank account.
- ✓ Having Experience in Import / Trade Matters, Lc Opening, Lc Retirement.
- ✓ Making GST Invoices along with Filing of GST Return on each month.



PRIME BUILDERS & ENGINEERING SERVICES.

ASA PAKISTAN MICROFINANCE LTD

Prime Builders is a construction company that signs contracts from Govt. as well as private authorities to fulfill the required projects in a given tenure.

ASA Pakistan Ltd. is public limited unlisted company registered with SECP under Companies Ordinance, 1984.

Responsibilities:

- ✓ To-Do Bank Reconciliation of the company concerned Bank Accounts Monthly.
- ✓ To maintain Cash book / General Journal / Book keeping using FoxPro Software.
- ✓ To prepare bills and getting Invoice amounts from Govt / Local Departments.
- ✓ To attend tenders and getting new Supply orders from Domestic contractors.

Brief Job Description

- ✓ Assisted in book keeping ensuring all relevant documentation is stored in time and accurate manner
- ✓ Monthly stock take and inventory control
- ✓ Ensured effective maintenance of chart of accounts, vendors & customers' accounts in the system
- ✓ Ensured salary, vacation, final settlement payments are done timely, reconcile payroll and payment
- ✓ To Deal with local, Govt. authorities like Irrigation, NLC, Banks and other joint venture companies
- ✓ To Attend Meetings & update daily Accounts manual Record on Software AMMS.
- ✓ To inform on daily basis to Head office by Email for Books of Accounts Report.

Computer Skills and Other Abilities		
Sr.	Skills & Abilities	Proficiency Level
1	Xero Software	Excellent
2	Quick Book	Excellent
3	Tally.Erp9	Excellent
4	Fox-Pro	Excellent
5	MS Office	Excellent

Professional Qualification

Sr.	Certification / Degree	Institution / University	Passing Year
1	Master of Business Administration	Superior University Lahore	2010
2	Bachelor of Commerce	Bahauddin Zakariya University Multan	2007
3	Diploma of Commerce	Punjab Board of Technical Education, Pakistan	2005

Personal Information

Father's Name:	M Farooq	Marital Status:	Married
Passport Number:	BF3708002	Religion:	Islam
Nationality:	Pakistan	Language:	English, Urdu

Reference

Reference will be furnished when desired.