**Bilal Shah**

**Address:** Tehsil & District Peshawar Village Adezai

**Tel:** +92 3150616510 (Call)

+92 3150616510 (WhatsApp)

**Email:** bilal06165@gmail.com

**Career Objective**

Seeking a challenging and growth oriented position where my interpersonal skills can be best utilized. To associate with an organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills and be a part of the team that excels in work to words, the growth of organization and my satisfaction thereof.

**Academic Qualification**

**Degree/Certification Grade/Marks Percentage out of 100%**

**Matriculation:**

Inqilab Public high school & college Adezai, Peshawar 728/1100 66.18%

**D.com:**

**Government College of Management and Science Peshawar 770/1200 64.17%**

**Bachelors in Business (BBA) Specialization Finance**

**The University of Agriculture Peshawar 3.64/4.00 91%**

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**Shorts Course Diploma in Information technology (DIT)**

**Kabul English language and computer center 1024/1200 85%**

**Experience**

## Account Officer

**Cromwell international Company from 21.11.23 to present**

* Preparing daily flats arrival
* Preparing Daily need to charge report
* Daily cashbook
* Reconciliations
* Sale reports
* Preparing Daily In/Out movement & occupancy report
* Quote status

## Internee

**Bank of Khyber (2 Months)**

During my internship at the Bank of Khyber, I gained valuable experience. I assisted with BTO (Branch trainee officer). Through this experience I developed skills such as communication, time management, problem solving and learned all about banking process.

## Teaching

**I.P.S & C Adezai Peshawar (1 year)**

- Classroom Teacher (Grade 6)

- Responsible for creating engaging lesson plans and delivering instruction in various subjects.

- Implemented effective classroom management strategies to maintain a positive learning environment.

- Collaborated with colleagues to develop and implement curriculum initiatives.

- Received recognition for outstanding student progress and achievement.

- Designed and delivered dynamic lessons that fostered a love for literature and improved reading comprehension.

- Conducted assessments and provided timely feedback to guide student learning.

- Organized and supervised extracurricular activities, including drama club and literary events.

- Served as a mentor for new teachers, providing guidance and support.

**Computer Skills**

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|  | 1. **Expert in MS Excel** 2. **Expert in MS Word** 3. **Expert in PowerPoint** |  |  |
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**Interpersonal Skills**

* Confident, energetic, expressive and perfectionist
* Good management, organization, planning skills
* Excellent ability to be a team player
* Good communication skills both verbal and written
* Strong convincing power and decision making ability
* Pressure handling and multi-tasking
* Sociable, Energetic, A keen learner, Conscientious, A problem solver, Patient, Able to motivate, A good listener, A strategic thinker, a good speaker.

**Languages**

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| * **English** * **Urdu** * **Pushto** |  |
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