



Muhammad Bilal

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Summary

Seeking a position that similar with my experience and knowledge in a company where I can use my skills and knowledge which I gained in the field of finance and accountancy. I have over 2 experience within the industry. QuickBooks ERP, MS-Office applications, any kind of work I can do with computer system.

Skills

- Ability to perform task efficiently.
- Exceptional eye for and attention to detail.
- Ability to work with Accounting ERP system.
- Knowledge of email and Outlook.
- Working knowledge of MS-Office applications
- Proficiency in computer system.
- Typing 30w/minute

Experience

FEDERAL BOARD OF REVEUNE PESHAWAR WING August, 2018 – October, 2020

Internee

- Project completion requirement with Honors Degree in Business Administration.
- I worked as an internee, learned income tax ordinance and rules, understanding filling tax returns, sales returns for individual and business entity, creating NTN for non-filers,

IPC MARKETING CO. NOSHEHRAW CANTT

July, 2019 – September, 2021

Sales Manager (Real Estate)

NON-FOR-PROFIT ORGANIZATION:

July, 2022 – February, 2024

Peshawar, Pakistan

Admin and Finance Officer

- Working as a computer operator.
- Create payment vouchers and donation receipts and update Accounting ERP system.
- Report writing and preparing minutes of meeting with MS-Word.
- Collecting monthly fee and updating Excel format.
- Preparing financial reports and forward to the high authority.
- Arranging charity event for devastating people in un-accessible of food and water areas.
- Competency in managing volunteer team in the time of need.

Education

PESHAWAR UNIVERSITY, PAKISTAN

Bachelor's Degree in Business Administration (Finance)

Master's Degree in Business Administration (Finance)

Diploma in Information Technology

Diploma in English Language

Diploma in MS-Office

Diploma in QuickBooks ERP