



MUHAMMAD BILAL IQBAL



03368100914



bilalkha276@gmail.com



linkedin.com/in/muhammad-bilal-iqbal-7877091b5/

OBJECTIVE

To serve any dynamic and well reputed organization with utmost honesty, loyalty, and potential, to gain sound research experience. Growth oriented position where abilities, education and potential can be most productively utilized toward achievement of company and personal goals.

AWARDS & ACHIEVEMENTS

- Participated in National Financial Literacy Training Program by (SBP)
- Scholarship holder of Shehbaz Sharif Youth initiative by Higher Education Department Government of Punjab.

CURRICULAR PARTICIPATIONS:

- Team management in Wedding event (Serena Hotel), to oversee best services are delivered to guests on table.
- Volunteer of fundraising campaign in **shifa foundation**
- Director Management for Kawali Night Dinner (ZABMUN Society), Communicate and negotiate with suppliers and vendors to land more profitable deals
- Assistant Director of Logistics for DJ Night Event (SZABIST), Monitor logistics to make sure they run smoothly
- Launching & Promoting new products in (SZABIST Extravaganza)

SKILLS

- Team Management
- Operations Management
- Inventory Management
- Client Management
- Conflict Resolution
- Leadership
- Negotiations
- Vendor Relationship Management
- MS word / MS PowerPoint/ Excel Sheet

EDUCATION

BS ACCOUNTING & FINANCE (2022)

Shaheed Zulfiqar Ali Bhutto Institute of Science And Technology - Islamabad (SZABIST)

EXPERIENCE

MAANZ AI (Pvt. Ltd.) Aug 18, - Nov 2, 2022

Accounts and Finance Officer (Intern)

- Maintains Petty Cash for daily expenses inhouse
- Conducting Financial Transactions and Daily Cash Flow update.
- Cheques Preparation (Utilities, Vendor Bills)
- Prepare monthly Bank Reconcile reports regarding all cash and cheques deposits to the banks.
- Cleared Payment, Transactions Records, A/P & A/R entries in Sidat Hyder (Financials Software)

SERENA HOTEL Islamabad Oct 18, - Dec 4, 2021

Front Officer (Trainee)

- Serve as the face of the company, offering friendly service
- Perform all check-in and check-out tasks
- Keep an inventory of office supplies and ensure it is always stocked and oversees products storage, handling and distribution to different departments
- Confirm group reservations and personalized services to for VIP customers and event attendees, like wedding guests.
- Handle Daily cash closing, Prepare Invoices and Daily Occupancy Reports

MARS BPO Rawalpindi May 20, -Sep 10, 2021

- Answer customers calls and address their queries and issues in a satisfying manner.
- Interacting with customers via outbound calls.
- Dealing with unhappy customers.
- Guide callers through troubleshooting, navigating the company's site or using the product or service.
- Review clients accounts, providing updates and information about billing, shipping and warranties.

REFERENCES: PROVIDED ON REQUEST.