

BILAL AJMAL.

Gulzar-e-Quaid
Timing 6-3
Salary=27K.

HOUSE NO, 115, MOHALA ABBASI TOWN GULZAR-E-QUAID CHAKLALA RAWALPINDI |
PH.03440554010 | BILALAJMAL008@GMAIL.COM. | DATE OF BIRTH 13 Aug 1992. |

OBJECTIVE

Seeking to obtain a responsible position in an organization where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality would assist me a lot in adding to the company's growth.

ACADEMIC QUALIFICATIONS

- **Bahria University Islamabad Campus**
(MBA), Masters of Business Administration: (2014-2017)
Major finance.
- **Kohat university of science and technology**
BBA(Hons), Bachelors of Business Administration (2010-2014)
Major finance.
- **Higher Secondary School Certificate: SCIENC** (2008-2010)
From, Board Intermediate & Secondary Education Kohat,
- **Secondary School Certificate: Pre Medical** (2007-2008)
From, Federal Board Intermediate & Secondary Education, Islamabad

PROFESSIONAL EXPERIENCE

➤ Work as intern from 10th December 2018 to 10th December 2019 attach with senate standing committee of Communications

- ✓ Preparing the call attention letter of recent event occurs, action taken by government and regarding news article event and recent incidents in Pakistan.

- **Worked as internee From 1st of May 2017 to 30th June 2018 attach with senate standing committee of industry and production along with director (staff) Rehan Hameed to senator Hidayat ullah. In senate secretariat Pakistan**
 - ✓ My internship activity includes familiarization to all standing committee and their operations and processes and their management overview involved with the industry and production process of the Pakistan institution and industry
 - ✓ Attending standing committee meeting make important minute of meeting and making, Adjournment motions. Make attention regarding important event regarding industry and production.
- **Worked as internee in CONCRETE SLEEPER FACTORY, Pakistan RAILWAY at Finance department. From 13th 2013 may to 15th January 2014**
 - ✓ Have knowledge about manage accounts and inventory,
 - ✓ Reconciling inventory accounts to the general ledger
 - ✓ Preparing monthly journal entries, Maintain records for material/product/vendor cost assessment
- **I have written Research Article on “Difference between Islamic and Conventional Banking**
- **And research thesis on interest rate spreads effects on investment opportunities in Pakistan.**

ADDITIONAL SKILLS / ACTIVITIES

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- ✓ Ability to work well under pressure.
 - ✓ Budget-management skills and proficiency.
 - ✓ Excellent written and verbal communication skills.
 - ✓ Flexible and having passion to learn new environment quickly.
 - ✓ Analytical and problem solving skills
 - ✓ Good Communication and Presentation Skills.
 - ✓ Have a high motivation to be a successful person, discipline, open-minded. ✓
 - Ability to work well with cross functional diverse team work
 - ✓ Analytical skills to forecast and identify market trends and challenges

PERSONAL DETAILS

Permanent Address: Village & P/O: Rangra Ropoowal, Tehsil & District Gujart

Marital Status: Single

Date of Birth: AUG 13, 1992

Domicile: Gujart Punjab

Father name: MUHAMMAD AJMAL

Any other necessary details will be provided on request.

REFERENCE

✓ Reference will be furnished on demand.