

CURRICULUM VITAE

BILAL MA

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📍: Dubai-UAE



CAREER OBJECTIVE

I would like to broaden my experience by taking a challenging assignment, which would enable me to exercise my communication, organizational and administration skills in an effective manner. Looking for a career that offers innovation and challenge, I like to work in an environment that offers room for both personal and professional growth.

EXPERIENCE HIGHLIGHTS

- Worked at **LMNAPQ TRADING L.L.C.** at Deira, Dubai – **Store keeper**
- Worked at **CRAZY APPLE** at Kasaragod, Kerala, India – **Office assistant cum Sales executive**

Greeted customers and made them feel welcome, product management, operated cash register, stocked and organized the men's department

ACADEMIC PROFILE

- SSLC
GMVHSS Thalangara, Kasaragod – Kerala
- Higher Secondary and Diploma in Computer – Jamia Sa-adiya

IT SKILLS

- Computer – Multilingual DTP
- Internet knowledge
- MS Office (Word, Excel)

PERSONAL STRENGTH

- Having a mathematical mind with good analytical skills.
- Customer relationship
- Able to prioritize individual workloads according to deadlines.
- Confident attitude with a proactive approach to work.
- Able to work as part of a team or alone.
- Good relationship maintenance approach with customers and employees

PERSONAL DETAILS

Date of Birth	:	26 th September 1997
Religion	:	Muslim
Nationality	:	Indian
Marital Status	:	Single
Passport No	:	R 5048641
Date of Issue	:	08/05/2018
Date of Expiry	:	07/05/2028
Visa Status	:	Visit Visa

DECLARATION

I hereby declare that the details furnished are true to the best of my knowledge and belief. If given me an opportunity I assure you of discharging my abilities and duty sincerity up to your satisfaction.

Looking forward to work with your esteemed organization and waiting for your valuable response

BILAL M.A