


# Bilawal Shahzad



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 **Address:** - Lahore.

## **PROFILE**

To Work In An Environment, Which Encourages Me To Succeed And Grow Professionally, Where I Can Learn And Develop MY Skills And Knowledge Appropriately

## **Experience**

**Askar Oil Services (Pvt) Ltd** - Lahore Pakistan.

**Executive Sale & Logistic** - Feb 2018 to May-2021 ( 3 -Years )



- Orders Taking
- Execute sale & purchase order in SAP.
- Attached Bank Slip with Sale Order.
- Taking online statement from all banks.
- Recording all sale order and their transaction in excel.
- Make Daily Sale Reports In SAP.
- Reconcile customer ledger.
- Adjust tank lorry's temp shortage and freight in order.
- Make loading note & permission slip in SAP.
- Email to Depot.
- Preparation monthly incentives in SAP.
- Coordinate with sale officer and dealers.
- Providing Supporting documents to all seniors.

**Punjab Revenue Department** - Lahore Pakistan.

**Clerk** - 2015 to 2018 ( 3 -Years )



- Preparing Documents ( Inteqal , Warasat ,etc ).
- Book-Keeping.
- Land Surveyor.
- Customer Dealing.

## City District Government Lahore (CDGL) - Lahore Pakistan.

Telephone Operator (Daily Wages) - 2012 to 2014 (2-Year)



- Answers incoming calls.
- Provides information about Complaints.
- Keep records of calls placed and received by all departments.

## FM Consultants - Lahore Pakistan.

Office Assistant - 2011 to 2012 (1-Year)



- Preparing Documents.
- Keep Student Visiting Data.
- Student Dealing.
- Form Filling



## Education & Certificate

Bachelor	-	BA Private (is continue)
Intermediate	-	2010
Matric	-	2007
Graphic Designing	-	(certificate)
Expert IT Basic	-	(certificate)



## Software's Skills & Abilities

- SAP Business One
- Microsoft Office
- Computer Hardware Software
- Internet Surfing
- Adobe Photoshop



## Personal Information

Father's Name:	Shahzad Ahmad
Marital Status:	Married
Nationality:	Pakistani
DOB	16-09-1990
CNIC No:	35202-4342679-7
Religion:	Islam