

# MUHAMMAD BILAL GONDAL

Mobile: +92 – 309 6377779  
Email: bilal.gondal786@gmail.com  
CNIC : 35202-3928562-3

---

Experienced results-oriented with consistent track record of exceeding project, goals and expectations. Solid promotional skills educating customers and clients various products and services that meet long and short term needs. Looking for new opportunities in a growing environment.

## Core Qualifications:

- Proficient in new business development management, relationship building and more.
- Familiar with current Marketing strategies.
- Exceptional interpersonal skills for negotiating and working with customer's management and other entities.

## SYNOPSIS OF PROFESSIONAL EXPERIENCE

### **B.I.S.E Lahore – (Jan 2015 - Dec 2015)**

#### **Computer Operator**

##### **Department: Computer Section**

- Responsible for entries in system on daily basis
- Proactively handling official matters, took initiatives for betterment by thinking out of the box
- Reconciliation / review of data entries at month & year end

### **Institute of Business and Finance - (Jan 2016 - July 2017)**

#### **Asst. Coordinator**

- Curriculum planning
- Teachers profiles handling
- Dealt with queries from students, teachers and stakeholders as in HDA - BIMS - Scottish qualification authority - Pearson
- Responsible issues regarding ACCA – HAD -NUML

## EDUCATION

- **B.COM**  
University of Punjab
- **Matriculation (Computer Science)**  
Hamdard Public School

## INTERNSHIP

### **MARLBORO - (2018)**

- Responsible for team management for MARLBORO 's Marketing campaign
- Guided the team members how to run and promote the marketing activity
- Attended Marketing campaign on different sites
- Responsible to share feedback with the management after the activity

## REFERENCES:

References are available on request.