



BILAL MUSTAFA

ACCOUNTS AND ADMINISTRATION



Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.



Work History

2018-08 -
Current

SECURITY PATROLLING

RAK SECURITY SERVICES, UNITED ARAB EMIRATES

- Safeguarded sensitive data by establishing and maintaining security protocols for information systems.
- Provided comprehensive security training for staff, leading to improved awareness and adherence to safety procedures.
- Enforcing laws, rules and company policies
- Controlling access to buildings and protecting employees, guests and the public
- Writing activity and incident reports
- Monitoring surveillance equipment; inspecting buildings, equipment, and access points;
- Permitting entry. Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; Informing violators of policy and procedures; restraining trespassers.
- Clearance of gate entry passes issue from customs department by checking and inspecting material and

2016-04 -
2018-01

ADMINISTRATION AND ACCOUNTS ASSISTANT



Contact

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Permit

LIGHT MOTOR VEHICLE

LinkedIn

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WWW

Bold Profile



Skills

Problem-solving

Paperwork processing

Team collaboration

Customer relations

Complaint resolution

Adaptability and flexibility

Active listening

Adaptability and flexibility



Software

Quickbook, Sage 50,
Peachtree



Microsoft Office (Word, Excel,
Power point)



AL RAQABA SECURITY COMPANY , SAUDI ARABIA

- Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Supported the accounting team with month-end closing procedures, ensuring timely completion and accurate reporting.
- Prepared and mailed invoices to customers, processed payments, and documented account updates.
- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Performed administrative and clerical duties such as word processing, data entry, faxing and copying.
- Maintained an organized filing system for easy access to financial documents, improving overall efficiency.
- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.

Languages

English



Bilingual or Proficient (C2)

Urdu



Bilingual or Proficient (C2)

Arabic



Elementary (A2)

2012-11 -
2013-12

● Admissions Coordinator

Shifa International Hospital, ISLAMABAD

- Completed preliminary paperwork for incoming and outgoing patients.
- Collaborated with admissions team to develop and implement strategies to improve admissions process.
- Managed admissions processes for incoming students, promptly collecting and processing necessary documents.
- Assisted in patient admission process based on federal and state laws.
- Developed admissions policy, outlining rules and procedures compliant with government regulations.
- Compiled and analyzed data to track admissions trends and make recommendations for improvements.

2009-10 -
2011-12

LOGISTICS AND ADMINISTRATION ASSISTANT

AL MUSTAFA CLINIC, PAKISTAN

- Collected data, input records, and protected electronic files.
- Scheduled appointments and meetings, organized materials and prepared rooms.
- Implemented document management system that streamlined filing processes and facilitated easy retrieval of information.
- Reduced operational costs with thorough budget analysis and expense tracking, optimizing resource allocation.
- Improved customer satisfaction by promptly addressing inquiries and resolving issues in a timely manner.
- Oversaw inventory management, maintaining optimal supply levels while minimizing waste and unnecessary expenses.
- Negotiated contracts with vendors to secure favorable terms and pricing for goods and services procured by the company.
- Developed comprehensive filing system, enabling quicker access to critical documents and reducing misplacement incidents.



Education

2011-08

Master Of Business Administration: Finance

HAZARA UNIVERSITY - PAKISTAN

2009-09

Bachelor Of Commerce: Commerce

PACE COLLEGE OF COMMERCE - PAKISTAN

2007-05

High School Diploma: Computer Science

IQRA PUBLIC SCHOOL - PAKISTAN