

Muhammad Bilal Hussain

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Objective

To pursue a career in a challenging environment and to involve myself in the enthusiastic competition, want to propel and luster my art, to probate myself through my skills and proficiency for being cynosure & precious.

Education

- S.S.C** - Nasra Sec. School – 1st Division – 1992
(Subjects: Physics, Chemistry, Biology & Math)
- F.S.C** - Intermediate in Science – 2nd Division – 1995
(Subjects: Physics, Chemistry & Math)
- B.S.C** - Govt. Islamia Science College – 1st Division – Karachi – 1998
(Subjects: Physics, Chemistry & Math)
- B.A** - Mass Communication – Allama Iqbal Open University
(In progress)

Professional Experience

Senior Linguist/Proofreader

Haider Linguistics: (Dec 2018 onwards)

Responsibilities Included:

- Translation of different projects assigned by the company.
- Meet deadlines and provide extra time for short deadlines projects.
- Provide assistance to junior linguists in complex sentences of different domains.
- Give training to junior linguists.
- Works in different domains like IT, Technical, Medical, Legal, Education, Finance, Mobile, Gaming, Formal letters, Articles, Transcription and many more.
- Short video's sub titling and VOICE OVER services.
- Almost done translation/proofreading of 1.8 Million words.
- Can handle SDL Trados, MemoQ, Memsource, Oddjob, Translation Workspace, SmartCat, XTM, Crowdin, QA_app and many other web-based software.
- Proofreading, QA and LQA of tasks done by co-linguists and client's translation.
- Give assistance to Admin & HR departments.

Also working with *Acclaro Translating Global, Yeehe, Pactera, Transn* and others as *Free Lancer*.

Administration (Assistant Project Manager)

Hira Islamic School Systems: (May 2017 – Dec 2018)

Responsibilities Included: (Admin/Project)

- Member of Quality Assurance Team (Copies checking / methodology / concepts)
- Making forms, formats, formal letters, assessments, lesson plans, circulars etc.
- Maintaining all sorts of school data.
- Handling queries & complaints / new admission inquiries.
- Conduct Parent – Admin meetings regarding issues and development of child.
- Making marketing strategies / Presentations / Designing banners and decorative panaflex.
- Designing different presentations for internal workshops of teachers / school website.
- Handling email account / facebook page / online marketing on different sites (olx / rozee)
- Conduct different activities / comparing in programs / functions management / practicing.
- Keeping file records / HR functions.
- Design quarterly Newsletter of Hira Islamic School.
- Maintaining accounts excel (Fee records / Expense sheets)
- Handle “Quick book” software to maintain accounts.

(As Teacher)

- Conduct English & Social Studies of Class VI (Full time)
- Take substitute periods of Urdu / Islamiyat / Science / Maths of Class VI.
- Making Weekly planner / Term wise Syllabus / Assessments / Papers (Eng / S.st)
- Conducting course pertaining curricular activities/Exhibitions/Models making.

As Regional Operations/Administration Manager.

Saeed Ghani: November 2015 – October 2016.

Responsibilities Included:

Operations

- Operating company’s Accounts & Operations Software (BMPro/SBS).
- Generating, Updating, Managing Delivery Orders for Franchises & Distributors.
- Generating/Managing Invoices.
- Updating ledgers of all parties of Federal, North & Punjab regions.
- Generating orders for company’s warehouse.
- Maintain Inventory of warehouse on system.
- Stock taking of warehouse on quarterly basis.
- Resolving queries & complains of Franchisers & Distributors.
- Managing all operations of Federal, North & Punjab region.
- Maintaining different Excel Sheets pertaining to Operations/Administration.

Administration

- Maintaining HR functions.
- Distributing salaries, adjustments, maintaining Attendance & Leave records.
- Making different formats/excels/forms pertaining to HR & Administration.
- Responsible for Office & Warehouse administration.
- Resolving queries & issues of Office/Warehouse/Shops staff.
- Maintaining Petty Cash.

As Graphic Support Designer Digen (Digital Generation) UK.

Digen: May 2014 to October 2015.

Responsibilities Included:

- Updating official websites (www.pcnation.co.uk & www.vapuzz.com)
- Getting product information from manufacturer to specify products on sites.
- Maintaining DWM software.
- Multiple Graphic Tasking – Creating Images, Banners & Templates for our sites on Adobe Photoshop CS2.
- Maintaining feed files of product range from different manufacturers.
- Uploading/Linking products of different manufacturers on DWM.
- Marketing/Tweeting of our products on Classified/Social Sites.
- Writing short Articles/Contents and Blogs for our Sites/Products.
- Assisting Software Engineer in developing new site (www.digen.com)

As Partner in H & S Furnishers (Vendor for Habit & Home-Mart, Pakistan).

H&S Furnishers: June 2011 to March 2014

As Acting Supervisor - Unsecured (Consumer Operation Division)

KASB Bank: September 2008 to May 2011.

Responsibilities Included:

- Disbursement of Consumer and Staff Loans (Secured/Unsecured Segment)
- Making re-payment schedule for Term Loan.
- Funds transfer for processing/documentation charges in MISYS
- Line renewal for Running Finance Loans in MCAR.
- Maintaining MIS of unsecured consumer loans.
- Processing of cancellation/settlement of Consumer Loan.
- Checking Accounts information on MISYS and have it rectified if incorrect.
- Maintaining eCIB data of customers on monthly basis.
- Processing of fee payment requests of Education Asaan customers.
- Maintenance of customer information of unsecured cases.
- To solve the queries and complaints of customers routed by Call Center/IMPR.

- Checking/Processing of reversal requests of customers for LPC and financial charges.
- Supervision of Account Opening forms for consumer segment.
- Coordinate with COD/CPU to issue cheque books
- Coordinate with Operations Manager to make appraisals and JDs.

As an Specialist IMPR

KASB Bank: April 2007 to September 2008.

As an Online Consultant (Call Center)

KASB Bank: August 2006 to March 2007.

Operations/Administration

Electro International: June 2004 to August 2006

As Relationship Officer

Citi Bank N.A: October, 2003 to June, 2004

Computer Skills

Diploma: In CRNT (Computer Repairing & Network Technician):
From *Skill Development Council (SDC)*

Office automations:

MS Word
MS Excel
MS PowerPoint
Adobe Photoshop 7, CS2 & CS3
Inpage Urdu
Quick Book

Programming Languages:

Visual Basics V 5.0

Operating System:

Windows 9x/ME/NT/2000 Pro, home, XP, 7, 10

Extra Qualification:

Training session of "Professional Telephonic Techniques"
Short Course in Basic Accounting.
English Language Course from *Anglophile English Learning Institute*.

Personal details

Name	<i>MUHAMMAD BILAL HUSSAIN</i>
D.O.B	<i>May 19, 1978</i>
CNIC No.	42201-5466406-5
Nationality	<i>Pakistani</i>
Status	<i>Married</i>
Gender	<i>Male</i>

Personal Traits

Team player, adaptable, energetic, motivated, quick learner and punctual

Languages

English and Urdu

Reference:

Could be furnished upon request