

Muhammad Bilal

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Summary

I am a versatile and dedicated professional with skills and experience in both pharmacy and accounting. I have a Higher National Diploma in Pharmacy Technician/Assistant from Royal Institute of Technology and Sciences, and I am currently pursuing a Bachelor's degree in Banking & Finance from Virtual University of Pakistan.

My most recent role was as a Store Keeper | WareHouse Managing| Pharmacy Technician at Muller & Phipps Pakistan (Private) Limited, where I prepared quality procedure plans, labeled and stored medications, managed inventory, and interacted with patients and healthcare professionals. Previously, I worked as a Pharmacy Accountant at Lahore Medicine Company Pakistan, where I handled financial transactions, prepared financial statements, performed bookkeeping tasks, and dispensed medications under the supervision of a pharmacist. I am proficient in QuickBooks and various third-party applications, as well as freelancing and typing.

I aim to work in a collaborative healthcare environment, staying updated with the latest advancements in the pharmaceutical industry, and actively contributing to the well-being of the community by promoting safe and effective medication use. I am also interested in applying my accounting knowledge and skills to a management position, where I can play a direct role in the growth and success of a solid organization. I am motivated, driven, and eager to learn and grow professionally.

Experience



Domestic Helper

Alramz

Nov 2023 - Present (1 month)



Store Keeper | Store Assistant

Muller & Phipps Pakistan (Private) Limited

Dec 2019 - Jul 2023 (3 years 8 months)

Preparing Quality Procedure Plan at the start of the project.

- Skilled in preparing and labeling medications, including dosage calculations and proper storage.
- Managed inventory conducted regular stock checks, and placed orders to maintain adequate supply levels.
- Preparing prescription orders accurately and efficiently under the supervision of a pharmacist.
- Receiving and inspection: Receive Pharmaceutical shipment from manufacturers or suppliers. Inspect incoming goods for accuracy, quality, and quantity. Ensure proper labeling and documentation of products.
- Storage and Organization: Properly store Pharmaceutical products, adhering to industry regulation. Maintain specific temperature and Humidity conditions as required. Follow good warehousing practice to prevent cross-contamination and ensure product integrity.

- Picking and Packing: Fulfill orders by selecting the required products from warehouse shelves. Carefully pack products, ensuring proper labeling and adherence to quality standards.
- Quality Control: Monitor for any damaged or compromised products. Follow quality control procedures to ensure the distribution of an it and complaint products.
- Order Fulfillment: Collaborate with the shipping department to coordinate timely and accurate shipments. Ensure orders are complete and meet shipping requirements for delivery to customers, Pharmacies, Hospitals, or medical facilities.

Pharmacy Technician

Lahore Medicine Company Pakistan

Jan 2018 - Nov 2019 (1 year 11 months)

Inventory Management: Maintaining and managing pharmacy inventory, including ordering and restocking medications and supplies.

Customer Service: Assisting customers in-person or over the phone, answering questions about medications, and providing information on dosage, side effects, and possible drug interactions.

Labeling and Record-keeping: Properly labeling medication containers and maintaining accurate records of prescription information.

Pharmacy Operations: Following standard operating procedures and maintaining a clean and organized work environment.

Medication Dispensing: Preparing prescription orders accurately and efficiently under the supervision of a pharmacist. This involves measuring, counting, and packaging medications.

Junior Accountant

Tabidarg.pk

Jan 2016 - Nov 2017 (1 year 11 months)

Recording and maintaining financial transactions and ensuring their accuracy.

Prepare financial statements, such as balance sheet, income statement, and cash flow statements to report the financial health of the organization.

- Perform bookkeeping tasks, which include recording daily financial transactions, maintaining general ledgers, and reconciling bank statements.
- Identify trends, patterns, and areas of improvement. Provide recommendations for cost reduction, revenue enhancements, and overall financial performance improvement.
- Working on QuickBooks and integrates with various third-party applications, such as payment processing, CRM software, and inventory management system.
- Access to a comprehensive set of tools and features that simplify financial management.

Education



Royal Institute of Technology and Sciences

Higher National Diploma, Pharmacy Technician/Assistant

Aug 2020 - Sep 2022




Virtual University of Pakistan


Bachelor's degree, Banking & Finance

Sep 2018 - Oct 2023

Licenses & Certifications

 **QuickBooks Certification** - DigiSkills.pk, an online educational institute
Issued Oct 2019 - Expires Mar 2020
THAYVDEPQ

 **E-Commerce Management** - DigiSkills.pk, an online educational institute
Issued Aug 2019 - Expires Dec 2019
QW85FPEPQ

 **Graphics Designing** - DigiSkills.pk, an online educational institute
Issued Jul 2019 - Expires Nov 2019
28N3BK8PQ

 **IAB Digital Marketing and Media Foundations Certification** - DigiSkills.pk, an online educational institute
Issued Jun 2019 - Expires Nov 2020
K58MD2DPQ

Skills

Billing Process • Policy Analysis • Pharmacy • Concentrated Stock Management • Macroeconomics • Business administration • Financial Accounting • Money & Banking • consumer Banking • Cash Flow

Honors & Awards

Sales Consultant - Pak-QatarInvestment Group

Nov 2019

Successfully completed foundational Takaful Training provided by Pak-Qatar Family Takaful (PVT) Limited.