



# MUSADDIQ BILAL

## Profile

Result-oriented Supervisor with a proven track record in managing teams, streamlining operations, and achieving organizational goals. Skilled in conflict resolution, team leadership, and ensuring compliance with quality and safety standards. Adept at fostering a collaborative work environment and delivering exceptional results under pressure.

## Contact

Islamabad  
+923065510104  
House 958, Gali 39, G-10/4 I,  
Islamabad, Pakistan  
+97470459005  
Al WAKRAH  
DOHA, QATAR

## Skills

- Excellent written and verbal communication skills.
- Confident, articulate, and professional speaking abilities.
- Excellent presentation and negotiation skills.
- Writing creative or factual.
- Speaking in public, to groups, or via electronic media.

## Experience

**MB Forex Traders**  
2017 - 2019

### Team Leader, Islamabad

- Supervised a team of 12 members to ensure daily operations were completed efficiently.
- Conducted performance evaluations and provided constructive feedback for team development.
- Coordinated schedules, delegated tasks, and monitored project timelines to meet deadlines.
- Resolved conflicts and fostered a positive and collaborative work environment.
- Maintained accurate records and reported key performance metrics to management.

**Arch Stone**  
2020 - 2021

### Shift Supervisor , Islamabad

- Oversaw daily shift activities, ensuring operational goals were met consistently.
- Trained new employees and provided ongoing coaching to enhance team productivity.
- Managed inventory levels and handled stock replenishment to avoid shortages.
- Addressed customer complaints promptly, ensuring high satisfaction levels.
- Monitored compliance with safety and quality standards.

**Devsinc**  
2021 - 2024

### Operations Coordinator, Islamabad

- Planned and implemented workflow strategies to optimize efficiency.
- Liaised between management and staff, ensuring seamless communication.
- Supported cross-functional teams to achieve organizational objectives.
- Maintained a clean and organized workplace adhering to industry standards.

## Education

● 2013

**Matric Science**

Federal Board, Islamabad

● 2015

**FS.c**

Federal Board, Islamabad

● 2020

**Bachelor of Science in Computer Science**

COMSATS University, Abbottabad

## HOBBIES AND INTERESTS

- Playing team sports to enhance teamwork and collaboration skills.
- Solving puzzles and engaging in strategy games to develop problem-solving abilities.
- Volunteering for community events to improve interpersonal and organizational skills.
- Reading books on leadership and management for personal and professional growth.