

Adnan Zeeshan

Contact

Current Address:

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Rawalpindi.

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Languages

- English
- Urdu
- Hindi
- Pashtu
- Punjabi

Hobbies

- Writing
- Reading
- Photography
- Design
- Sports

Computer Skills

- MS Word
- MS Excel
- MS Access
- MS PowerPoint
- MS Outlook
- Tally ERP.9

Driving License

- UAE light vehicle valid driving license (Manual)

Summary

To work in an organization as an integral part of it and accomplish the job assigned in a better way. I'm looking for a highly challenging and dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience

Front Disk Officer June-2019 to June-2025

Al Jaber Security, Abu Dhabi UAE

- Prepared daily FM and manpower report in MS excel, MS word and sent it to security and HSE manager.
- Update monthly master file of site on daily basis for client.
- Make incident report on MS word in case of any incident or accident.
- Handling of bank cheques take over from tenants and hand over to client.
- Control access of people, vehicles and materials throughout ACS.
- Monitor all site throughout CCTV cameras.
- Handle petty cash account for daily expenses

Computer Operator (Operations) - 09/2018 to 11/2018

Leopards Courier Services PVT Ltd, Kohat Pakistan

- Monitored and updated package tracking systems to ensure accurate delivery information.
- Coordinated with drivers and dispatchers to ensure timely and efficient delivery schedules.
- Resolved customer service issues including missed deliveries and incorrect addresses.

Education

Bachelor of Business Administration (Hons): **Accounting and Finance** - 2016

Kohat University of Science and Technology, Kohat Pakistan

Certifications

MS Office (certificate): **Word, Excel, Access, Power point.**

Tally ERP.9

Skill Development Council (Certificate): **English Language.**