

Muhammad Adeel

📍 House 984, Lane1B, Sector-4, Airport Housing Society, Rawalpindi.

✉️ adeel.aechs@gmail.com | ☎️ +923333401785

Professional Summary

Highly organised Executive Support & Administrative professional with more than 5 years of experience in office management, documentation control, official correspondence drafting, record maintenance, coordination support and management reporting. Skilled in MS Office, ERP systems, scheduling support, handling confidential information, and supporting senior management for operational and administrative tasks.

Professional Experience

Accreditation Assessor – Hybrid

National Vocational & Technical Training Commission (NAVTTTC), Islamabad
Sep 2025 – Present

- Prepare official documentation, evaluation reports, and compliance summaries.
- Maintain structured accreditation records and documentation tracking.
- Liaise with institutes, assessors and accreditation officials.

Trainer – Digital Skills & Monitoring

ECI Pvt. Ltd – KPITB / UNDP (USAID Funded Projects)
Nov 2023 – Jun 2025

- Conducted structured reporting, documentation preparation and record submission to programme management.
- Coordinated training delivery with academic partners, institutes and stakeholders.

Invigilator – Cambridge International Examinations

Beaconhouse School System (North Region), Islamabad
Apr 2025 – Jun 2025

- Maintained examination records, attendance sheets and formal documentation procedures.

Accounts & Sales Executive

Nabi Buksh & Sons Pvt. Ltd – Real Estate Developer
Jul 2022 – Nov 2023

- Handled documentation, client record maintenance, letter drafting, office filing and official communication with clients and management.
- Prepared structured reports on receivables and booking status.

Accounts & Administration Officer

ITC & Sohawa Flour Mills (Pvt.) Ltd.

Sep 2017 – Jul 2022

- Maintained administrative documentation, letters, financial records, coordination with govt departments and reporting support for management.
- Managed office files, data entry, correspondence, purchase records and support operations.

Education

- MSc Economics – University of Peshawar (2013–2015)
- Bachelor of Economics – University of Peshawar (2011–2013)
- Intermediate (F.A) – FBISE (2008–2010)
- SSC (Science) – FBISE (2004–2006)

Professional Certifications

- QuickBooks – Mar 2024 – Jul 2024
- Data Analytics & Business Intelligence – Mar 2023 – Jun 2023
- SAP Business One ERP – Feb 2023 – May 2023
- 6-Month Professional Computer Skills Certificate – MS Office, InPage Urdu, Outlook

Core Competencies

- Executive Administrative Support
- Official Correspondence Drafting
- Document Control & Filing Systems
- Meeting Support & Coordination
- Report Preparation & Data Entry
- MS Office | ERP Applications
- Confidential Information Handling

References

Will be provided on request.