

Muhammad Adeel

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

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Professional Summary

Dynamic and proactive professional with diverse experience in coordination, academic engagement, training support and institutional documentation. Skilled in facilitating student support functions, handling academic event arrangements, ensuring smooth administrative operations, and maintaining organised communication between departments and stakeholders. Strong background in working with educational institutes, supporting student-focused programmes, maintaining activity reporting, and managing structured documentation.

Experience

Trainer – Digital Skills & Monitoring

ECI Pvt. Ltd – KPITB / UNDP (USAID Funded Initiatives)

Nov 2023 – Jun 2025

- Coordinated training delivery activities with universities and academic partners including UET Abbottabad, University of Haripur, GDC MS D.I. Khan, KUST and others.
- Supported student learning engagement, participation follow-up, and attendance monitoring.
- Assisted in organising skill development activities, structured reporting and performance documentation for programme progress.
- Facilitated communication between management, institute focal persons and student participants.

Invigilator – Cambridge International Examinations

Beaconhouse School System (North Region), Islamabad

Apr 2025 – Jun 2025

- Ensured standardised student experience, exam room discipline, record verification and compliance.
- Maintained confidential documentation and monitoring procedures during examination operations.

Accreditation Assessor – Hybrid

National Vocational & Technical Training Commission, Islamabad

Sep 2025 – Present

- Supporting institutional evaluation and reporting framework alignment related to teaching/training delivery and compliance quality assurance.

Accounts & Sales Executive

Nabi Buksh & Sons Pvt. Ltd.

Jul 2022 – Nov 2023

- Managed client coordination records, documentation, reporting and communication tracking related to housing project participants.

Accounts & Administration Officer

ITC & Sohawa Flour Mills (Pvt.) Ltd.

Sep 2017 – Jul 2022

- Maintained documentation, office coordination support, clerical files and administrative record management.

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
- Professional 6-Month Computer Certificate – MS Office / InPage / Outlook

Core Competencies

- Student Engagement & Support Coordination
- Academic Event Support & Institutional Liaison
- Record Keeping & Documentation
- Communication & Follow-up Handling
- Activity Tracking & Structured Reporting
- MS Office Applications

References

Will be provided on request.