

Muhammad Adeel

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

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Professional Summary

Dedicated professional with strong academic supervision experience, examination handling exposure and over 5 years of administrative, record management and accounts experience. Skilled in maintaining confidential records, monitoring institutional compliance, preparing structured reports, and ensuring accuracy in data processing. Experienced with Cambridge International Examinations administration and government TVET accreditation framework standards.

Relevant Experience

Invigilator – Cambridge International Examinations

Beaconhouse School System (North Region), Islamabad

Apr 2025 – Jun 2025

- Supported standardised Cambridge exam administration and secure testing protocols.
- Maintained attendance reports, exam room documentation, and confidentiality record controls.
- Ensured compliance with examination operational procedures and data integrity.

Accreditation Assessor – NAVTTC (Hybrid)

National Vocational & Technical Training Commission, Islamabad

Sep 2025 – Present

- Conduct institute inspections and compliance checks for training programme accreditation.
- Prepare formal inspection reports for review by National Accreditation Committee.
- Verify training standards, assessor approvals and institutional documentation control.

Accounts & Sales Executive

Nabi Buksh & Sons (Pvt.) Ltd. – Real Estate Developer

Jul 2022 – Nov 2023

- Managed transactional documentation, booking records, instalment schedules and filing.
- Maintained client financial data and supported management reporting processes.

Accounts & Administration Officer

ITC & Sohawa Flour Mills (Pvt.) Ltd.

Sep 2017 – Jul 2022

- Handled daily administrative record control, reporting, correspondence and filing.
- Maintained accounting documentation and regulatory coordinating with government offices.

Trainer – Digital Skills & Monitoring

Empowerment Through Creative Integration Pvt Ltd – KPITB/UNDP

Nov 2023 – Jun 2025

- Developed structured curricula, assessments and data-based performance reporting frameworks.

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 Training (MS Office / InPage / Outlook)

Core Competencies

- Exam Administration & Documentation
- Records Management & Filing Control
- Institutional Compliance & Reporting
- Data Integrity | Confidentiality Assurance
- Microsoft Office | SAP Business One | QuickBooks
- Academic Monitoring Support

References

Will be provided on request.