

Muhammad Adeel

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

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Professional Summary

Motivated and responsible Office Administration professional with solid experience in documentation, filing, official record handling, data entry, and office coordination support. Skilled in MS Office, correspondence management, and maintaining accurate confidential records. Proven ability to support daily office functions, follow administrative procedures, and assist senior staff in routine operational tasks.

Professional Experience

Accreditation Assessor – Hybrid

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

- Maintain structured documentation, inspection files and record logs.
- Support accreditation office tasks including form reviews and institutional coordination.

Trainer – Digital Skills & Monitoring

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

- Prepared training documents, attendance management, progress tracking sheets and data entries.
- Assisted in coordination with academic institutes and training stakeholders.

Invigilator – Cambridge International Examinations

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

- Managed exam room documentation, attendance sheets, confidential materials and controlled forms.

Accounts & Sales Executive

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

- Managed documentation and filing for sales bookings and instalment schedules.
- Entered financial data into office systems and maintained organised client files.

Accounts & Administration Officer

ITC & Sohawa Flour Mills (Pvt.) Ltd.

Sep 2017 – Jul 2022

- Managed office record keeping, filing, deposit slips, forms, data entry and correspondence.
- Assisted management in routine operational administration tasks.

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 Skills

- Office Filing & Documentation
- Data Entry & Record Maintenance
- MS Office Applications
- Correspondence Support
- Meeting Assistance & Admin Coordination
- Form Handling | Confidential Records
- ERP Application Familiarity (SAP, QuickBooks)

References

Will be provided on request.