

ADEEL MASOOD

ADDRESS:

Alqasmia, Sharjah, UAE

CONTACTS:

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Whatsaap:

(+92) 300-6081882

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My Motive is to work in a challenging atmosphere that allow me to enhance my professional expertise. I want to make extensive experience for my company. I want to reserve myself for the company's success.

Education

Matric

Subject: Science
Obtained Marks: 487
Total Marks: 850
Institute: B.I.S.E Sargodha.

D.A.E

Subject: Electrical Tech.
Obtained Marks: 2260
Total Marks: 3550
Institute: P.B.T.E Lahore

B.A

Subject: English + Economics
Obtained Marks: 469
Total Marks: 800
Institute: U.O.S Sargodha

Skills & Abilities

- E.D.P, DOS
- MS WINDOWS
- MS Office
- Auto CAD
- Adobe CS6
- Corel Draw X7
- In page
- Internet FreeHand
- Trouble Shooting HARDWARE & SOFTWARE
- Time Management
- Efficient in ACCOUNTS & OFFICE Management.
- Good Communication and Interpersonal skills.
- Maintain Accounts, Salary sheets & all other official records.
- All Office Tools like Arranging Schedules & Programs, Printing Scanning & ETC.

Personal

Name: Adeel Masood
Father Name: Masood Iqbal
DOB: 13-10-1986
Nationality: Pakistani
Religion: Islam
Marital Status: Married
CNIC: 38403-68 78393-1
Passport#: BL0873933

Language

English (Good)
Urdu (Expert)
Punjabi (Native)

Experience

I). Works and Services Deptt:

1.5 year of experience as a work charged, Data Entry Operator in Distt. Govt. Sargodha.

II). Access Security Services (MOBILINK):

2-years as a Data Entry Operator in Sargodha

III). Inter Cultural Research Institute (Pvt) Ltd:

2-years as cash / Accounts / Data Entry & Record management at Rawalpindi

IV). Faisal Foods (Pvt) Ltd:

6-Months of experience as a sales man at Faisal Food Pvt. Ltd. Faisalabad

v). Habib Rafiq (Pvt) Ltd:

2-years as a Warehouse assistant in Lahore

*** More details are attached in my Documents.**

Thanks In Anticipation.

Reference

Available upon request