

## *Curriculum vitae*

# MUHAMMAD ADEEL



### **CAREER OBJECTIVE:**

To obtain a challenging position in a Leading-Edge organization, by utilizing my knowledge and the skills, abilities obtained through my experience and education, with the opportunity for the development of Organization along with the professional growth.

### **Professional working Experience:**

- Experience as an accountant (2014 to 2018) four Years in Punjab college for commerce kallar Syedan (PAK)
- Experience as an Architect (2010) in Bua Builder
- Experience in Graphic Designer 2006 to 2008
- Experience as a Computer Operator + Accountant Three (3) years (2010 to 2014) in Al-Suffah Islamic school + Experience Computer Hardware in UkCel

### **Now I am working security administration behalf of Berkeley Services in Dubai Aviation Engineering Project (DAEP Main Office).**

I have worked as Security administration on different locations and situations in UAE. I am fully capable to manage all kind of documents and office related work.

I also have delivered services as follows:

- All site related staff records and staff detail.
- Daily bases attendance of all staff and maintained softly and hardly.
- All staff landside Passes, visitor Passes, metrical Passes, and all visitors and vehicles records
- Airside passes, Airside driving permit,
- All staff vacation record and salary time sheet.
- All administration related work, Email, Printing, etc.

### **Still working: Still working Berkeley Security Services L.L.C. Dubai**

## **Computer Skills:**

- Computer Advance knowledge including MS Word. MS Excel. MS Access.
- Internet/Email, Internet application, Software installation.
- Adobe Photoshop, MX Flash, Video Editing,
- Coral Draw, Print Artist, In page
- Computer Hard Ware & Soft Ware Stumbling.

## **Professional Qualification:**

☐ Security Licenses Dubai (SIRA)

### **Personal Profile**

Father's Name	MUHAMMAD RAFIQUE
Date of Birth	14-01-1988
N.I.C	37407-0347026-7
Religion	Islam
Gender	Male
Nationality	Pakistani
Marital status	Signal
Contact No	00971561129331
Permeant Address	Mohallah sheikhan, P.O & Tehsil Kallar Syedan Distt .Rwp.PAK
Present Address	Al Quoz DUBAI

## **Academic Record:**

Degree	Year	Marks	Board/University
Matric	2013	516/1050	B.I.S.E Rwp
Auto CAD(Architect)	2009	290/400	N.I.T.E(ISL)
Computer Application	2008	---	C.B.I(Rwp)
Graphic Designing	2006	A+	GRACE(RWP)

### **Language:**

- English
- Urdu
- Punjabi
- Potohari
- Korean

### **Extra Activities:**

- Reading English/Urdu Novels, Poetry and Stories
- Internet Surfing for Knowledge
- Mobile Hardware & Soft ware