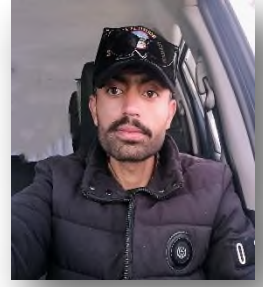


# RESUME

## Muhammad Adeel



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[aaddii024@gmail.com](mailto:aaddii024@gmail.com)

### OBJECTIVE:

Dedicated highly motivated professional seeking a challenging position nationally/internationally in Clerical / Office work/ security matters / assistance or sales marketing, where I can leverage my almost 9 years experienced as Soldier Clerk in Pakistan Army to contribute to the success of the organization. As an adaptable and result driven individual, I aim to better livelihood, while continuously enhancing my skills and knowledge. With a strong commitment to excellence and a proven track record of work, I am eager to make a positive impact and thrive in a dynamic and collaborative work environment.

### PERSONAL PROFILE:

Date of Birth : 01 January 1996  
Marital Status : Un-married  
Nationality : Pakistan

### MEDICAL PROFILE

Average / Fit

### QUALIFICATION AND COURSES:

Matric Bio (SSC) 2012 Grade B  
D.Com (HSSC) 2014 Grade A  
BA (Economics) 2020 3<sup>rd</sup> Division  
6 x months Basic Military Training (Pakistan Army)  
3 x months Recruitment Clerk Course (Pakistan Army) of Clerical Job

### BASIC SKILLS AS A CLERK:

- Administrative Proficiency
- Communication Skills
- Microsoft Office
- Problem Solving
- Computer Literacy
- Time Management / Team work
- Confidentially
- Flexibility and Adaptability

### BASIC SKILLS AS A SOLDIER:

- Weapon Proficiency
- Discipline & Self Control
- Resilience
- Basic Survival Skills
- Tactical Knowledge
- Navigation Skills
- Integrity & Ethics
- Leadership Skills

### LANGUAGES:

- English
- Urdu

### EXPERIENCE:

8 and half year experience in **Pakistan Army as Soldier Clerk** gained Administrative, maintaining records, possessing paperwork, accounts matters, proficiency in using computer applications and special software, issue resolving, security protocols & procedures and physical security