



Muhammad Saqib Adeel

Master's in Economics

CONTACT

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📍 Manama, Kingdom of Bahrain

EDUCATION

Masters in Economics

Nov 2013-Oct 2015

University of Punjab, Pakistan.

B.COM Commerce

June 2012- Sep 2013

University of Punjab, Pakistan.

HSSC (I.Com)

Nov 2010 - Sep 2012

Shibli College Gojra

EXPERTISE

Microsoft office
Microsoft Windows (XP/7/8)
Good typing speed

LANGUAGES KNOWN

English	Fluent speaker
Urdu	Fluent speaker
Punjab	Fluent speaker

PERSONAL DETAILS

Father's Name : M.Sharif
Date of Birth : 18 Aug 1993
Nationality : Pakistani
Marital Status : Single
Visa Status : Work Visa
Visa valid until : 2022
Gender : Male
Permanent Address: Chak No.49 G.B
Tehsil Samundri District Faisalabad,
Pakistan.

OBJECTIVE

A dynamic, highly motivated and energetic individual who is committed to excel the organization by applying educational as well as practical skills and experience honestly with high determination and commitment.

WORK EXPERIENCE

3 years

Data Entry Operator : Nov 2017-Jan 2019
Employer Name : Premier Chemical Industry, Pakistan.

Lab Supervisor : Nov 2016-Nov 2017
Employer Name : Ittefaq Sugar Mill, Pakistan.

Responsibilities

- Supervising lab work, labor management and training.
- Planning the daily schedule of testing samples.
- Set up equipments and their working method.
- Planning and ordering the material required for testing.
- Making daily Testing reports.
- Maintain the Quality service by enforcing the quality standards.
- Maintenance of all parts of lab equipments after a specified Testing.
- Analyze and resolving the customer problems, identifying them and making improvements.
- Troubleshooting the errors during the production.
- Enforcing the company rules and policies according to application.
- Making and implementing the systems to facilitate the smooth functioning of overall testing and enhance the operational efficiency.
- Removing the unnecessary process problems to reduce the cost of product.
- Taking preventive and corrective actions for the safety of workers and operational Equipments.

INTERNSHIPS & TRAININGS

6 weeks as Junior Accountant in Chaudhry Sugar Mill, Pakistan.

4 weeks as lab Analyst in Chaudhry Sugar Mill, Pakistan.

TECHNICAL SKILLS

- Lab processing & testing
- Materials and their properties
- Problem troubleshooting
- Material testing techniques
- Hands on experience of testing the samples of chemicals and its quality .

INTERPERSONAL SKILLS

- Time management
- Communication skill
- Adaptable
- Can work under stress
- Leadership skill
- Team management
- Working as team member as well as independently