



Adeel Arif

📍 **Home** : House No. A-5 Sector C/3, Near Fazal Chowk, 10250, New Mirpur City, Pakistan

📍 **Work** : Hor Al Anz St, Deira Dubai, Dubai, United Arab Emirates

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🌐 **LinkedIn**: <https://www.linkedin.com/in/engr-adeel-arif/>

Date of birth: 16/09/1997 **Nationality**: Pakistani

ABOUT ME

Dedicated and motivated professional committed to maintaining optimal health and maximizing productivity through hard work and discipline. With a steadfast work ethic and a passion for personal growth, I thrive in challenging environments that push me to excel and evolve. Seeking a career opportunity where I can leverage my determination and drive to achieve both personal and professional success.

WORK PERMIT

[30/01/2024 – 29/01/2026]

Visa Status

Employment Visa

WORK EXPERIENCE

[02/06/2021 – 30/09/2023]

Accountant and Customer Service Representative

Alliance Tech

City: Bradford | **Country**: United Kingdom

Remote Work from Home Country

- Assisting in the preparation of financial statements and reports.
- Processing transactions, invoices, and payments accurately and efficiently.
- Utilizing accounting software to manage financial data.
- Providing exceptional customer service via phone and emails.
- Assisting customers with product information, orders, and returns.
- Monitoring team performance, providing constructive feedback, and coaching team members to enhance their skills and performance.

[10/07/2020 – 12/05/2021]

Assistant Engineer

PWD Highway Division

City: New Mirpur City | **Country**: Pakistan

- Determined engineering requirements by conducting inspections and analytical tests
- Met cost standards by preparing cost-benefit analyses
- Maintained and improved quality results by completing quality assurance tests

- Prepared engineering reports by collecting, analyzing, and summarizing data and trends
- Resolved engineering problems by collecting and analyzing information

[04/01/2020 – 06/03/2020]

Site Engineer

Muslim Hands Mirpur

City: New Mirpur City | **Country:** Pakistan

- Construction projects
- Oversaw building work
- Undertook surveys
- Set out sites
- Supervised contracted staff
- Checked technical designs and drawings to ensure that they are followed correctly

[01/08/2019 – 03/09/2019]

Intern

PWD Building Division

City: New Mirpur City | **Country:** Pakistan

- Inspected facilities and analyzed data.
- Determined estimates of operational costs.
- Tested material and structural integrity
- Maintained detailed documentation of all activities.
- Implemented improvements to designs.
- Evaluated operations and processes.

EDUCATION AND TRAINING

[30/09/2015 – 30/09/2019]

Civil Engineer

Mirpur University of Science and Technology(MUST) <https://must.edu.pk/>

City: New Mirpur City | **Country:** Pakistan |

[07/03/2013 – 12/03/2015]

F.Sc. (Pre-Engineering)

Kashmir Model College

City: New Mirpur City | **Country:** Pakistan |

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Hindi

LISTENING B2 **READING** A1 **WRITING** A1

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** C1

Arabic

LISTENING A1 **READING** B2 **WRITING** A1

SPOKEN PRODUCTION A2 **SPOKEN INTERACTION** A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

My Digital Skills

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Organizational and planning skills | Adobe (Adobe Photoshop, Adobe Illustrator, Adobe | Good listener and communicator | Decision-making | Team Leader / Team player | Financial Trading | Trading Forex | Stocks trading