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Visa status: Employment



## MUHAMMAD ADEEL

### OBJECTIVE

My goal is to find the challenging position where I can demonstrate my efficiency through my skills, I ask you to give me an opportunity to work on your estimates organizationn. A confident articulate and organized person with strong interpersonal skills who is able to effectively do all of the duties required of data entry, gather and update in a regular and accurate manner, maintaining well-organized records to respond swiftly to various needs.

### SKILLS & ABILITIES

- Assisted in managing and updating company's large database, improving data accuracy and accessibility.
- Good working Experience of using Microsoft Office, learning to work with data entry software program, improving overall efficiency in extracting data.
- Installing Software, **Internet** Browsing and Composing Email
- Basic knowledge of computer Hardware
- Acquired proficient typing skills to facilitate speed of data input.

### Co-Curricular activities and skills

- Good Memory confidence to learn new things.
- Works effectively individually or with others as a team.
- Ability to adopt situation and work accordingly. Good communication skills.

### Languages

English, Urdu and Punjabi

I have UAE driving license for light vehicles

**EXPERIENCE/  
DUTIES**

**AL Ghurair Printing and Publishing LLC, Dubai.UAE**

**DATA ENTRY OPERATOR/OFFICE ADMINISTRATION**

April 2015 – Continues

- ✓ 9 years' experience as a Data Entry/Office Administration, Strong experience of data entry using Microsoft office. Perform a wide range of secretarial tasks in support of the business.
- ✓ Excellent typing speed, accuracy and data interpretation skills.
- ✓ Tracing supporting documents for verification of data and keep maintain the record of documents for annual audit.
- ✓ Ability to work with numerical and alphabetical data.
- ✓ Honest, professional and hardworking person. Good communication, interpersonal and coordination skills.
- ✓ Operating office machine, such as photocopiers and scanners, administrative support, customer service, telephone etiquette.
- ✓ Collecting data and enter into system through Microsoft Office,Excel,word,Dynamics software.
- ✓ Issue materials from store for daily regularly use and update complaints in system.
- ✓ Prepare report of productivity on daily and monthly basis.

**EDUCATION**

<b>Examination</b>	<b>Year</b>	<b>Board/University</b>
<b>Intermediate (I.Com)</b>	<b>(2009)</b>	<b>Board of Intermediate &amp; Secondary Education, Gujranwala</b>
<b>Matriculation (Arts)</b>	<b>(2007)</b>	<b>Board of Intermediate &amp; Secondary Education, Gujranwala</b>

References : Reference will be furnished on request