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| Muhammad AdeelG-10/4 Islamabad · 03315175729Email: muhammadadeel030009@gmail.com |
| I am a hardworking and organized individual looking for a job in a company where I can find opportunities to excel in administrative or graphic designing positions. I have worked for 2.5 years on a dual role as an Accounts Manager and Delivery Support Manager. I have also done a basic training course of graphic designing from E-Rozgar, UET Taxila.  |

# Experience

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| March 2019 – july 2021Accounts Manager, Plate 101 (PVT) LTDDelivery Support ManageR, plate 101 (Pvt) LTDOther Freelancing and online tasks1. **Managing social media** for product tester UK(6 months)
2. **Excel sheets** **Manipulation** of numbers/formulae, google forms, google sheets and online portal management for a client. (1.5 years)

June 2017 – march 2019Lab researcher, Magnetism Lab COMSATS (Mn0.5Zn0.5Fe2O4)SEP - DEC 2018FSC PHYSICS AND MATHEMATICS TEACHER, Penken Academy G-7  |

# Education

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| 2014 – 2018BS Physics, COMSATS University IsbPassed with Grade A |
| 2009 – 2011HSSC Pre Engineering, IMCB G-10/4Passed with Grade A  |

# trainings

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| 15 April 2020 – 24 july 2020Creative design, uet taxila. Worked on Adobe Photoshop and IllustratorE-Rozgaar Center |

# Skills

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| * Drafting Account Reports
* Account Management
* Drafting financial statements
* Customer Support
* Resource Management
* Graphic Designing (Beginner)
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# Tools

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| * Adobe Illustrator
* Camtasia
* C/C++
* ORIGIN
* MATLAB
 | * Photoshop (Basic level)
* Audacity
* Dev C++
* Visual Studio 2015
* MS Word, Excel, Power Point
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# Development and Projects

* **Composites Synthesis** Synthesized nanoparticles of Graphene Manganese Zinc composites with sol-gel method.
* **Magnetoconductivity of Manganese Zinc Ferrite Graphene Composite** Research on composites of Graphene and Manganese Zinc Ferrite to investigate the Magnetoconductivity as a final year project and wrote a research paper.
* **Graphene Synthesis** Created two-dimensional atomic-scale material, Graphene by modified Hummer's method.
* **Student Portal** using C++
* **DC UPS** Circuit Designing & Breadboard Implementation

# Interest

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| * Athletics
* Reading
* Cricket
 | * Traveling
* Martial Arts
* Football
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# certificates and co-curricular activities

* **3rd Position in Inter College Cricket Tournament (HEC)**
* **1st Position in Inter College Football Tournament (HEC)**
* **Captain of College Cricket team for 4 years (IMCB G10/4)**
* **1-month Workshop in Programming in C++ (CS Dept COMSATS)**
* **Workshop on Productive Language Skills (HUM Dept COMSATS)**
* **3 Martial Arts & Jungle Survival Camps of 5 days each (F.S. Ninja Academy)**
* **Drupal Camp Islamabad (DRUPAK)**
* **Member of Optical Society Physics, ILC Student Chapter (COMSATS)**