



MUHAMMAD ADIL

About Me

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations.

I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.



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Academy campus, Pakistan academy for rural development peshawar

LANGUAGE

- English
- Urdu
- Pashto

EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

Sana model High School (OFFICE ASSISTANT)-2017-2020

- Organize office and assist associates in way that optimize procedures,
- Sort and distribute communications in a timely manner,
- Create and update records ensuring accuracy and validity of information

State development Organization, (SDO)

OFFICE ASSISTANT-2020-2021

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.

Pakistan Emergency Helpline (PEHEL- 911) -2022

- Working as customer support executive in Pakistan Emergency help line 911. we have deal 4 kind of emergency in it. Police 15, Rescue 1122, Motorway 130, PDMA

EDUCATION

BOARD OF TECHNICAL EDUCATION PESHAWAR

D.COM-2016

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION PESHAWAR

MATRIC-2010

SKILLS SUMMARY

Diploma information
technology

90%

