



Pakistan

Mr. Khan Adeel

PERSONAL DETAILS

Reference No.	CV-IT-794852-25
Country of Residence	Pakistan
Surname	Adeel
Given Name	Khan
Date of Birth	Tuesday, 08 Sep 1987
Gender	Male
Marital Status	Married
Religion	Islam

PASSPORT DETAILS

Passport Number	
Nationality	Pakistan
Date Of Issue	Saturday, 04 Mar 2023
Date Of Expiry	Friday, 04 Feb 2033
Place Of Issue	Pakistan

PHYSICAL INFORMATION

Height 5.5

Weight 65

No, I Don't have any physical disability or serious illness.

No, I Don't have any scars, marks or tattoos.

EDUCATION INFORMATION

Highest Level of Education Graduate

School/College/University Name University of Karachi

Passing Year 2025

PROFESSIONAL QUALIFICATIONS

Institute Name

Course Title

Passing Year

LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
English	Fair	Excellent	Well
urdu	Excellent	Excellent	Excellent

EMPLOYMENT HISTORY

Year Of Exprience 16

Background	<p>My name is Muhammad Adeel Khan, and I am a detail-oriented and dedicated administrative professional with over a decade of experience in office operations, data entry, and document management. I have consistently demonstrated my ability to manage high-volume tasks with precision, whether working with dispatch and logistics, publication processes, or research data entry. What I'm particularly good at is ensuring efficiency and accuracy in administrative workflows. I have strong hands-on experience with Microsoft Office, SPSS, and QuickBooks, which has enabled me to support various departments reliably. My strengths also include managing documentation, handling correspondence, providing customer support, and maintaining digital and physical record systems. At present, I am working as an Assistant in the Dispatch Department at the College of Physicians and Surgeons Pakistan, where I oversee mail logistics, record maintenance, and customer communications. I am currently seeking new opportunities in administrative or data entry roles, particularly in European organizations, where I can contribute with my experience and continue to grow professionally.</p>
Latest Company	College of Physicians & Surgeons of Pakistan
Telephone No	(021) 99266446
Address	7th Central St, D.H.A. Phase 2, Karachi, Pakistan 75500
Date Of Join	2019-12-16
Last date at Job	2025-05-26

EXPERIENCE CERTIFICATIONS

Certifications

Data Entry Operator

Admin Assistant

Data Entry Operator

NOTE:-

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.