

ADIL NASEER UD DIN

Contact: (+92) 300-2992632
Address :H # L 86 Sec 7.A Surjani Towm
Karachi.

To secure a challenging and sustainable position in your reputed Organization. I will show my aptitude and keep up the standards of the company & I assure you that, I will prove to be assets for your organization and utilize my interpersonal, practical and executive skills with positive prospective for company operation.

KEY SKILLS

- Good working knowledge of Microsoft Office
 - Self-motivated, hardworking innovative
 - Excellent knowledge of Operating Systems i.e. (Microsoft Windows)
 - Skilled in group dynamics, as team member as well as leader, good experience living, working with multi-cultural environment
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PROFESSIONAL EXPERIENCE

SeeSam Solution (Private Limited)

I am working as a Coordinator in **Technical Department**

Look after office van for delivery of equipment's Call logging & assign to engineers all over the Pakistan & making Estimates, /Maintenance Contract /Invoices & Reporting Manager & Director **SeeSam Solution (Private Limited)** from 04-Aug-2014 to till.

EFU LIFE ASSURANCE LTD

Worked as a Assistance Officer in **Client Service Department**
EFU Life Assurance Ltd from 15-Aug-2012 to 28-July-2014

SHERAZI TRADING CO.

Worked as a officer in **Business Solutions Department**
Sherazi Trading Co.from 05-01-2007 to 20-June-2012

COMPUTER KNOWLEDGE

- Windows 98, XP.
- Ms Office 2000.
- Internet.
- Hardware
- 6 Month Graphic Course From,Roshi Computer Institute

PERSONAL DATA

- Father's Name : Naseer Ud din
- CNIC No. : 42401-2660478-7
- Date of Birth : 1 Feb 1986
- Nationality : Pakistani
- Religion : ISLAM
- Marital Status : Married

EDUCATION

- **BA** Bachelor of Arts from Karachi University
- **HSC** Inter in Commerce from Karachi Board.
- **Metric** from Karachi Board.

References will be provided upon request