

ADEEL WAQAS

ABOUT ME

Date of Birth: Feb 20, 1996

Gender: Male

Birth Place: Pakistan

CONTACT

Address: House # 575 Street # 4B
wazir Town Rawalpindi, Punjab

Contact: +92 310 5860356

Email: adeelwaqas41@gmail.com

PROFESSIONAL ABILITIES

- Medi cubes
- Server base Softer
- SidatHaiderfinancial
- MS Offices
 - Word
 - Power point
 - Excel
 - Project

Knowledge of other computer-based software's like Medicube,Mediplus etc.

SKILLS

- Project Management
- Time Management
- Risk Management
- Monitoring & Evaluation
- Stakeholder Engagement
- Team Building

LANGUAGES

English, Urdu & Punjabi

REFERENCE

Any professional or personal reference can be provided at any time when needed.

With around 5 years of professional experience and have capabilities to manage projects accordingly, from execution, monitoring, controlling of project. I do not hesitate to get in contact with different stakeholders to understand their needs and requirements according to scope and to avoid miscommunication. I am self-motivated person; I prefer smart work over hard work.

EXPERIENCE

- **Receptionist (Cashier)** (Feb. 01, 2015 – Aug-01-2017)
Sapphire Medical Center.
- **Front Disk officer (Cashier)** (Mar 01, 2018 - June 01, 2019)
Azeema Sheikh Hospital
- **Sample Collection Officer** (June 2019-May 2020)
Premium Diagnostics
- **Assistant Coordinator Outreach** (June 2020-Dec 2022)
Premium Diagnostics
- **Home Sampling & Logistic Coordinator** (Jan 2021-Aug 2022)
Premium Diagnostics
- **Assistant Auditor** (Aug/202-Jan2023)
Sadiq Feeds (PVT). Ltd
- **Assistant Supervisor lab** (Jan2023-Till date)
MedAsk Lab (PVT) Ltd.

ACCADEMIC BACKGROUND

B. Com (last semester)
AIU

Intermediate
Federal Board of Intermediate & Secondary Education

Matriculation
Federal Board of Intermediate & Secondary Education