

# ADIL WASEEM

---

SAHIWAL, PAKISTAN

+923215179621

adilserviceprovider@gmail.com

---

## Professional Summary

*Motivated and hardworking individual seeking an entry-level position as an Office Assistant, Data Entry Clerk, Store Assistant, or Driver. Eager to utilize my office skills and contribute to a dynamic team.*

---

## Education

Intermediate (F.A), Pakistan

---

## Certifications

- *Office Management Course Completed (1 Month)*
    - *Training in MS Word, MS Excel, and MS PowerPoint*
- 

## Computer Skills

- MS Word
  - MS Excel
  - MS PowerPoint
  - *Basic Office Documentation & Data Entry*
- 

## Driving & License

- *Valid LTV Driving License*
- 

## Soft Skills

- *Punctual and Responsible*
  - *Team Player*
  - *Good Communication Skills*
- 

## Availability

- *Available for Full-Time Work*
  - *Willing to Relocate Internationally*
- 

**References:** *Available upon request*