MUHAMMAD ADEEL

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LinkedIn

Professional Summary

Motivated Computer Science student with hands-on experience in WordPress, Data Analysis, IT operations, Finance & Admin tasks, and UI/UX Development. Skilled in Power BI, Advanced Excel, Python, and SQL. Looking for opportunities to contribute technical and management skills to organizational growth.

Work Experience

Finance Head — *Comtech Society, UET Taxila*   (*2024 – 2025*)

- Managed society budget, expenses, and income records.
- Implemented Excel-based financial tracking systems.
- Ensured transparent reporting and fund allocation.

IT Head — *Umeed-e-Subh Society, UET Taxila*   (*2023 – 2024*)

- Oversaw IT operations and troubleshooting.
- Managed computer systems and trained society members.
- Ensured smooth online operations and record-keeping.

Admin & Data Entry Assistant — *TechnoAxis Solutions*   (*2021 – 2022*)

- Entered and maintained accurate data and office records.
- Assisted in report preparation and daily admin tasks.
- Handled email communication and documentation.

Warehouse In-charge — *Bachat Bazar, Taxila*   (*2019 – 2020*)

- Managed warehouse stock receipt, dispatch, and inventory.
- Coordinated with suppliers and supervised stock arrangements.
- Maintained accurate records of in/out transactions.

Customer Care Representative (BPO Project) — Ufone COPS   (*2025 - 2026*)

- Deliver outstanding customer support for Ufone clients under a BPO environment.
- Provide real-time solutions to customer queries related to billing, packages, and technical issues.
- Handle high-volume inbound and outbound calls while maintaining excellent communication and problem-solving skills.

Education

- **Bachelor of Science in Computer Science (BSCS)**

University of Engineering and Technology, Taxila   *(2021 – 2025)*

- **Intermediate (FSc Pre-Medical)**

Government Degree College Taxila   *(2019 – 2021)*

- **Matric in Science**

Government Boys High School HIT Taxila   *(2017 – 2019)*

Skills

Power BI | Advanced Excel | Python | SQL | MS Office | HTML | CSS | JavaScript | Figma | WordPress | Data Entry | Data Cleaning | Dashboarding | Record Management | Financial Reporting | Communication | Teamwork | Problem Solving | Time Management | Leadership.

Certifications

- Power BI Fundamentals – *Udemy*
- Advanced Excel – *Udemy*
- QuickBooks – *Coursera*
- Data Analysis with Python – *Coursera*

Languages

- Urdu
- English