Web: www.workvisaitaly.com
Email: admin@workvisaitaly.com



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

LANGUAGES INFORMATION

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

EMPLOYMENT HISTORY

Year Of Exprience	16

Background	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.
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

NOTA:-

Siamo Galaxy Seven Italy, società di reclutamento approvata dal governo dei Paesi Bassi e dell'Italia. Siamo stati nominati consulenti delle risorse umane per il richiedente di cui sopra. Il candidato (CV) di cui sopra è il nostro candidato registrato e riconosciuto, pertanto te lo assicuriamo, il richiedente sarà educato, sobrio e gentile. Dopo aver ricevuto l'approvazione del permesso di lavoro da parte del governo italiano, la nostra azienda aiuterà il richiedente a predisporre i documenti necessari per affrontare l'Ambasciata italiana nel Paese del richiedente per elaborare il visto. Dopo il rilascio del visto, la nostra azienda assisterà il richiedente offrendo alcuni corsi di formazione HSE e di primo soccorso di base ma molto importanti. Noi Galaxy Seven Italy forniremo al richiedente una conoscenza adeguata dell'etica/comportamento del lavoro e della LEGGE italiana. Il nostro rappresentante dell'ufficio sarà sempre raggiungibile presso la nostra sede in Italia con supporto online 24 ore su 24 per rispondere al datore di lavoro (Azienda) del richiedente per assistere l'intero processo. Il nostro intero servizio è una pratica di reclutamento etica. Non addebitiamo denaro/commissioni al richiedente VISTO o LAVORO in ITALIA.

NOTE:-

We are Galaxy Seven Italy, Government approved recruitment company of the Netherlands and Italy. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate, we would therefore be assuring you that, the applicant will be well mannered, sober, and gentle. After receiving the work permit approval from Italy Government, our company would assist the applicant to arrange the necessary documents to face the Italian Embassy at the Country of applicant to process the visa. After issuance of visa, our company would assist the applicant by giving some basic but very important HSE and First aid training courses. We Galaxy Seven Italy would provide proper knowledge to the applicant about work ethics / behavior and LAW of Italy. Our office representative would be at all-time accessible at our Italy office with 24 hours online support to reply to the employer (Company) of the applicant to assist the entire process. Our entire service is an ethical recruitment practice. We do not charge any money / fees from applicant for VISA or JOB in ITALY.

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