

# Adeel Arshad

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## PROFESSIONAL SUMMARY

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Seasoned collaborator experienced in meeting needs, improving processes and exceeding requirements in team environments. Diligent worker with strong communication and task prioritization skills.

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## AREAS OF EXPERTISE

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Electrician	Computer Operator	Expert In Schematics
Control Circuit Troubleshooting	Electrical Equipment Maintenance	MS Office
Administrative Support		

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## CAREER EXPERTISE

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### Data Entry Operator 2021 - 2023

SSB Trading Bazaar LLC Dubai, United Arab Emirates

- Followed established procedure to enter and process data correctly.
- Secured and protected data from unauthorized access by compiling with security protocols.
- Developed and maintain database to store customer information.
- Communicated with supervisors and colleagues to process data quickly and resolve discrepancies.

### Associate Lead Technician 2019 - 2021

Imdaad LLC Dubai, United Arab Emirates

- Developed strong communication and organizational skills through working on group projects.
- Demonstrated creativity and resourcefulness through the development of innovative solutions.
- Demonstrated a high level of initiative and creativity while tackling difficult tasks.
- Skilled at working independently and collaboratively in a team environment.

### Low Voltage Electrician 2014 - 2016

Oyon Alhejaz Trading & Cont. LLC Dhahran, Saudi Arabia

- Installed and wired electrical transformers, service panels, and circuit breakers.
- Tested continuity of circuits in electrical wiring, equipment and fixtures using oscilloscopes.
- Performed routine and complex maintenance and repairs on various electrical equipment.
- Enhanced quality control by inspecting condition of equipment and tools.

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## EDUCATION

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**Diploma** 2007 - 2010

