



Mohsin Adeel

Front desk operator



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Lahore, Pakistan

Summary

Mohsin Adeel is an experienced front desk operator with a strong background in administrative support and customer service. He has worked at Expo Centre Lahore and previously held the role of Assistant Accountant at J. Masons. He possesses skills in graphics editing and mobile web design, with hands-on experience managing his own web design portfolio. Mohsin holds a Bachelor's degree in Arts from the University of the Punjab, with additional certifications in health and safety management and event management. He is proficient in English at an expert level and is based in Lahore, Pakistan.

Skills

Mobile Web Design | Graphics Editing

Experience

- Aug 2021 - Mar 2022 **Front desk operator**
Expo centre lahore, Lahore, Pakistan
- Aug 2018 - Oct 2019 **Assistant Accountant**
J Masons, Lahore, Pakistan

Education

- 2023 **Cardiff Institute**
Short Course
IOSH, OSHA Health And Safety Management
- 2019 **Punjab Technical Board Lahore (PSDF)**
Certification
EVENT MANAGMENT
- 2014 **University of the Punjab**
Bachelors in Arts
Journalism and Mass Communication, Political Science
- 2012 **punjab college**
Intermediate/A-Level
Computer Science, FSC

Projects

Webian Agency

<http://webianagency.com>

Its my own Web Design Portfolio site

Languages

English
Expert