



## Hasnain Ronaq

**Mobile:** +971 502120863

**Address:** DUBAI,UAE

**Email Address:** Hasnainronaq@gmail.com

### CAREER OBJECTIVE:

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To excel in position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me, I can perform well in my fields, and I assure to uphold your quality standards, policies and procedures and I am a hard working Person, ability to work in a team and ready to co-operate.

### PERSONAL SKILLS:

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- Punctual, focused and very dedicated to any task given.
- Hard working self-motivating team player.
- To maintain good public relation.
- Excellent planning and organization skills.
- Excellent communication skills
- Honest & sincere in dealing with customer and colleagues

### PROFESSIONAL EXPERIENCE:

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- 1 year experience as Office Assistant in Visa Vertex Pvt Ltd.
- 1 year 4 month Experience as Office Coordinator and Social media coordinator in Times Consultant Pvt LTD.
- 1 year Experience as Marketing Manager in Auto Detailing & Glass Coating Multan.
- 06 Months Experience as a Customer Service Executive In PTCL
- 06 Months Experience as travel agent in Multi Resource Group

### PERSONAL INFORMATION:

- Date of birth : 17/11/1995
- Place of birth : Pakistan
- Nationality : Pakistani
- Marital Status : Married
- Gender : Male
- Religion : Islam
- Languages : English, Urdu, Punjabi

### EDUCATION QUALIFICATION:

- Bachelor of Arts B.A  
(Punjab University Lahore)
- Master in Mass Communication  
(Superior University Lahore)

### COMPUTER COURSES:

- Diploma in Information Technology DIT 1 Year.
- Computer course Information to Basic ITB 4 Months.

- Driving Course from City Traffic Police Driving School Multan.

## COMPUTER SKILLS:

- Internet Surfing
- Computer Knowledge
- Ms Office
- In-page
- Quark X press

## PASSPORT DETAIL:

- Passport No : AC9766321
- Visa status : Own Visa

## HOBBIES:

- Reading
- Travelling
- Sports

## REFERENCES:

- Available upon request

## DECLARATION:

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.