

**Hasnain Ronaq**

**Mobile**:

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**Address**:

Ajman,UAE

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

# CAREER OBJECTIVE:

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:

* 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:

* 1 year experience as Office Administrator 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:

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* 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.