

ADDRESS:

V. P.O. & Tehsil Kallar Kahar District Chakwal

Cell No: +92-332-0696546

Email: hasanalikk1@gmail.com

Father Name:

Mureed Hussain

N.I.C No:

37201-9901219-1

Date of Birth:

August 28, 1993

Nationality: Pakistani

Religion: Islam

Marital Status: Single

Objective:

To work in a challenging Enviroment with a perfect challenge by contributing the best of growth of the organization while ensuring growth in personel carreer.

EDUCATION

Diploma of Associate Engineering (September 2013 ~ August 2015)

- **Construction Technology Training Institute (CTTI) Islamabad**
- **Marks Obtain** **2905/3600 (80.69%) 1st Division**

Specialization : Study in construction Machinery

Intermediate (May2009~July 2011)

- **Kallar Kahar Science College Kallar Kahar**
- **Marks Obtain** **606/1100 (55.09%) 2nd Division**

Matriculation (August 2007 ~ September2009)

- Unique Public School Kallar Kahar
- **Marks Obtain** **810/1050 (77.14%) 1st Division**

TECHNICAL SKILLS

- Microsoft Office 2007
- Internet Explorer (10.0)
- Adobe Reader
- Ulead Video Studio 7.0
- Inpage

PROFESSIONAL EXPERIENCE

- **Work as Office manager in Libra Marketing International At Kallar kahar Township Housing Project.(October 2016 to February 2017)**
 - Administrative Responsibilities such as book keeping , managing expence payment
 - Coordinate with the Admin of other offices
 - HR responsibilities such as weekly report of team activities
 - Maintain Office Orgainization
 - Manage And Buy Office Supplies
- **Work as Marketing Manager in Overseas Housing Project in Queen Land Marketing Company (April 2017 To August 2017)**
 - Land Marketing
 - Advertisment
 - Organising of Marketing Programme
 - Developing of Marketing Strategy
- **Work As a site Supervisor at Rauf and Sons Pvt Ltd.(October 2017 to February 2018)**
 - Organise Workflow and ensure that employees understand their duties
 - Receive complaints and resolve problems
 - Maintain time keeping and personel record
 - Pass on information from upper management to employee and vice versa
 - Prepair and submit performance report
- **Work As a Team member of survey of BISP .(For two weeks)**
- **Currently Work as a Generator Operator In Trauma Center Hospital Kallar Kahar.**

COURSES AND CERTIFICATION

- IELTS (5.0 BAND)

Hobbies:

- News Paper reading
- Playing Cricket
- Traveling
- Swimming
- Internet Surfing
- Reading Books and Magazines

SOCIAL SERVICES

- Arranging blood donation in Fauji Foundation Hospital Kallar Kahar.

REFERENCES

- Will be furnished upon request.