

# Resume

## ***RANA SHOAIB ISHTIAQ***

**Room#1G-floor Hoti building Mohataah Park**

**Al Qasimia Sharjah**

Email: [ranashoaibishtiaq@gmail.com](mailto:ranashoaibishtiaq@gmail.com)

### **CAREER OBJECTIVE:**

To learn and polish skill and their best use toward the archive of the Organization goal. To be a member a team. Willing to work in competitive environment, where the intangible things are make tangible.

### **PERSONAL**

Father's Name:	Ishtiaq Ahmed Rana
Date of Birth:	Jan 28-1984
Marital Status:	Married
Nationality:	Pakistani
Religion:	Islam
Passport	AR1846252
Mobile No:	00971-55-3031564
Visa Status:	Visit Visa

### **QUALIFICATION**

- B.A  
Punjab University Lahore
- Intermediate  
Board of Intermediate & Secondary Education Lahore Pakistan
- Matriculation  
Board of Intermediate & Secondary Education Lahore Pakistan
- Eight Month Computer Course (Computer Operator)  
VTI (Vocational Training Institute) Sheikhpura Pakistan

**TECHNICAL SKILLS:**

Having good commands on making quotations & invoices & delivery orders of projects  
& also having good commands on projects from open to close regarding, Laptops, Desktops & CCTV  
Cameras & Telephone system (Panasonic, Avaya+PABX) including cabling +networking &  
Access devices (time attendance, door access, face recognize device with installation.  
Printer, Photocopier, Plotters, Fax including repairing maintenance & services matters.  
(Microsoft word, Excel, PowerPoint) having good command  
Internet & E-mail having Good command  
Disk Operating System, MS Windows 98, 2000 & XP  
Introduction to Access XP, Office Documentation

**EXPERIENCE:**

- 2 Year Experience as Retail Sales Officer (Telenor Pakistan Distribution)
- 3 Year Experience as a sales Executive (Mobilink Pakistan Head office)
- 3 Year Experience as a Sales Officer (Statelife Insurance of Pakistan)
- 4 Year Experience as a Sales Executive & Assistant Technician in IT company Care pack solution L.L.C UAE
- 2 Year Experience as a Sales Executive for DU Telecom(Hathro DU channel partner) for Prepaid Sim Activation (outdoor).
- 1 Year Experience As a Salesman in Al Jazeera (Etisalat Home Internet)
- Currently working As a Salesman in Noor Al Hikma (Du Home Internet)

**STRENGTH:**

Ability to work individually as well as in team environment. Excellent communication & sales & marketing skills (English & Urdu). Highly motivated and punctual.

**INTEREST:**

To give Excellence services to my customers with my work and behavior  
& achieve the goals in my field & exploring new websites, Internet information,  
Music and play games.

**REFERENCE:**

Will be furnished on demand.