

# حافظ محمد اسحاق HAFIZ MUHAMMAD ISHAQ

★ Social Media Manager

★ Sales Manager

★ Facebook Instream Ads Expert

## Introduction

Date of Birth : 01/01/2000

Marital Status : Married

Nationality : Pakistani

Religion : Islam

Passport : RE1848741

Gender : Male

Driving License : Yes

Living Place : Saudi Arabia (Riyadh)

Salary Claim : 10,000 SAR

Contact : ishaq6921@gmail.com, +966582326199

Relocate : Yes, Mecca – Medina



## Education

Degree	Institution	Duration	Grade/CGPA
Quran Memorization (Hafiz)	Wifaq Ul Madaris – Pakistan	2012 to 2014	91/100
Bachelor in Information Technology (BS_IT)	University of Education - Pakistan	2017 to 2021	3.27/4.00
MS Computer Science in Computer Science (MS_CS)	University of Education - Pakistan	2021 to 2023	3.00/4.00

## Certifications

#	Domain	Program/Course	Duration
01	Content Marketing and Advertising	NFTP	2023 - 2 months
02	Microsoft Office & IT Applications	MNS-UAM	2012 - 2 months

# Work Experience

## *Experience 01 - Administrator at HMI AR LLC (USA)*

Experience	Company	Duration
Administrator	HMI AR LLC (USA)	October 2019 to Present
Background	As an inspirational speaker, leader, trainer, and Facebook Instream ads expert, I bring a wealth of experience to the table. I graduated from the University of Education Lahore, with a current pursuit of an MS in Computer Science. My background in business administration and IT skills has enabled me to thrive in various roles. I've previously worked as an administrative assistant at Company Aptech Computer Education and later served as a project manager at Company HAYYA ALAL FALAH, where I managed online Quran Education globally. In 2019, I embarked on a freelancing journey, focusing on Facebook Instream ads. Subsequently, I founded HMIAR, providing Facebook in-stream ads monetization services, and I'm keen on fostering partnerships and collaboration opportunities.	

## *Experience 02 - Administrator at MishaqFB Limited (UK)*

Experience	Company	Duration
Administrator	MishaqFB Limited (UK)	2023 to Present
<b>Key Responsibilities:</b>		
• Making credit invoices		
• Receiving Recovery and making receipt voucher.		
• Coordination with sales men.		
• Custodian of petty cash payments.		
• Recording purchases		
• Recording Bank deposits and payments.		
• Managing daily operations of company unit.		
• Managing labor Issues		
• Coordination with main office.		
• Order completion		

• Office inventory purchaser.		
• Preparing financial statements.		

## Skills

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CONTENT MARKETING & ADVERTISING

SOCIAL MEDIA MANAGER

YOUTUBER

COMMUNICATION SKILLS

MAINTENANCE

ADMINISTRATIVE EXPERIENCE

SPECIALIZATION IN MAILING

ORGANIZATIONAL SKILLS

MONETIZATION

COMPANY FORMATION IN USA & UK

MAINTENANCE

LEADERSHIP

MICROSOFT OFFICE

ADVERTISING

## Languages

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- English – Intermediate
- Urdu - expert

## Links

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- <https://www.linkedin.com/in/hafizmishaq/>
- <https://www.hmiarllc.com/>
- <https://www.youtube.com/@HMIAR/videos>

## Awards

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Earn a payout of Facebook Instream Ads \$52,480.00 in a single month - September 2021

## Summary

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I am an avid believer in discipline, commitment and dedication. To my work I have capability of achieving given targets and like to research on the happening things. Honesty and good manners are my strong virtuous I can adopt myself to my environment and situation and feel it challenging to be given new goals in new organization.