

# ALTHAF MUHAMMAD

MSc. Business Management | CS Engineer

📍 80 North Road, Cardiff,  
CF10 3DZ, United Kingdom

☎ +44 7825 126938  
💻 [althafmuhammad.github.io](https://github.com/althafmuhammad)

✉ [althafmuhammad@ieee.org](mailto:althafmuhammad@ieee.org)  
🌐 [linkedin.com/in/althafmuhammad](https://linkedin.com/in/althafmuhammad)

## OBJECTIVES

An enthusiastic business management graduate with a computer science and engineering background and a stalwart volunteer with a sincere and positive commitment to every task. A highly organised and hard-working individual looking for a responsible position to gain practical experience. An effective team player with the ability to lead and collaborate toward business needs.

## EDUCATION

- MSc. Business Management | Cardiff University, United Kingdom** Sep 2021 – Sep 2022  
Grade: Merit
- Completed a Consultancy Project
- B.Tech Computer Science and Engineering | APJ Abdul Kalam Technological University, India** Aug 2016 – Sep 2020  
CGPA: 7.09/10
- Final year project on Emotion Recognition using Artificial Intelligence
- Class 12 (Equiv. A-Levels) | Mar Dionysius School, India** 2014 – 2016  
Percentage: 81.6%
- Class 10 (Equiv. GCSE) | Mar Dionysius School, India** 2013 – 2014  
CGPA: 10.0/10.0

## EXPERIENCE

- Recruitment Advisor | NHS Wales Shared Services Partnership** Sep 2022 – Present
- Administration of the recruitment process for medical and non-medical areas of NHS Wales
- Crew Member | McDonald's, Cardiff, UK** Oct 2021 – Jul 2022
- Working in a fast-moving, high-energy environment providing the best customer experience.
- System Engineer | Infosys, India** Mar 2021 – Jul 2021
- One of the largest Indian multinational IT Firm
  - Training for Java Angular Full Stack Web Development

## AWARDS AND CERTIFICATIONS

- Google Fundamentals of Digital Marketing Certified (2020).
- Best Volunteer Award, IEEE Computer Society, Kerala Chapter (2018).
- Certificate of Appreciation, IEEE CS President for the excellent contribution offered as Editor-in-Chief towards IEEE CS India Newsletter Compute Edition 8 (2020).

## SOFT SKILLS

**Communication and Networking:** Interacted with many students and professionals face-to-face and digitally while organising and volunteering at various events.

**Management and Leadership:** Volunteered and executed various events and initiatives while volunteering with organisations such as IEEE.

**Customer Service:** Working Part-Time in McDonald's interacting with customers and enhancing their experience.

**Public Speaking:** Delivered around 18 webinars for almost 1500+ students capturing audience attention both face-to-face and online.

**Marketing:** Publicity and Marketing Lead for various events and initiatives.

**Interpersonal Skills:** Collaborated effectively in various teams of varied sizes and diversities.

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## TECHNICAL SKILLS

### Languages and Database:

- C Programming
- Python Programming
- Java
- MySQL
- C++ Programming
- HTML, CSS, JavaScript

### Tools and Technologies:

- Git
- Microsoft Office
- Adobe Photoshop
- Eclipse
- VS Code
- Google Docs, Slides, Sheets

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## VOLUNTEER ROLES AND RESPONSIBILITIES

### Founder and Lead Volunteer, IEEE KYP Global Outreach Initiative

**Apr 2021 – Dec 2021**

A pilot global initiative for students and professionals to showcase cultural and professional diversities on a virtual global platform. Won the best event award in the year 2021 from IEEE Kerala Section.

### Public Relations Coordinator, IEEE Kerala Young Professionals Team

**Feb 2021 – Dec 2021**

Coordinates public relations initiatives and marketing of events and activities for students and young professionals.

### Editor in Chief, IEEE CS Compute

**Dec 2019 – Nov 2020**

Lead a team of 35 active volunteers from all over India. Coordinated activities from planning to publishing the official newsletter of the IEEE Computer Society India.

### Initiative Lead, Scholarship Outreach Initiative

**Apr 2020 – Jun 2020**

Create awareness of prestigious scholarships offered by the IEEE Computer Society and assisted with scholarship applications. Elevated the initiative to a global level and lead a team of 20 volunteers across the globe to coordinate activities.

### Chairman, IEEE Computer Society Chapter, College of Engineering Munnar

**Jan 2019 – Feb 2020**

Organised events including keynote speakers, workshops, and conferences for the students at the college resulting in 100+ attendees.

### Program Committee Chair, Kaizen, The National Level Technical Symposium

**Nov 2019 – Feb 2020**

Organised and coordinated the national-level technical symposium by IEEE SB CEM, which had more than 250 participants across different parts of the country.

### Kerala Section Lead, IEEEExtreme 13.0

**Jul 2019 – Jan 2020**

Monitored student ambassadors from Kerala Section to promote the IEEEExtreme Programming Competition. Arranged the venue, provided refreshments and coordinated the events.

### Duty Head, Training and Placement Cell College of Engineering Munnar

**Jan 2019 – May 2019**

Operated careers and placement drives, facilitating interactions between employees and students to increase positive destinates of students securing graduate jobs.S

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## ADDITIONAL INFORMATION

- Full clean UK Manual Driving Licence