Muhammad Kashif

Data Scientist Machine Learning Engineer

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EDUCATION

Bachelor of Science (Computer Science)

Karachi Institute of Economics and Technology

- 2020 – In Progress
- Karachi, Sindh

SKILLS

NumPy
Pandas
Scikit-learn
Matplotlib
Machine Learning
Natural Language Processing
Deep Learning
MySQL
SQLite
Keras
PyTorch
C#
HTML, CSS
Dot.Net
Data Analysis
Power BI
Tableu

CERTIFICATIONS

Certified in Information Technology (CIT)

WORK EXPERIENCE

Import Manager

Atique Trading Co. (VClear)

2019 - 2020   DHA Phase 7, Karachi

- **Logistics Management**: Coordinate and oversee the logistics of importing goods, including transportation, shipping, and warehousing. Ensure that goods are shipped and delivered on time and in good condition.
- **Documentation and Record Keeping**: Maintain accurate records of all imports, including invoices, shipping documents, and customs declarations. Ensure that all documentation is complete and compliant with regulatory requirements.
- **Communication and Coordination**: Collaborate with internal departments such as purchasing, finance, and inventory management to ensure smooth coordination of import activities. Communicate effectively with suppliers, freight forwarders, and other external partners involved in the import process.

IT Manager

Atique Trading Co. (VClear)

2018 - 2019   New Chali, Karachi

- **Infrastructure Management:** Oversee the design, implementation, and maintenance of the organization's IT infrastructure, including networks, servers, storage systems, and hardware devices. Ensure that infrastructure components are reliable, scalable, and secure to meet business requirements.
- **System Administration:** Manage and administer enterprise-wide IT systems and applications, including email servers, databases, and collaboration platforms. Ensure system availability, performance, and security through proactive monitoring and maintenance.
- **Vendor Management:** Evaluate and manage relationships with IT vendors, including software providers, hardware suppliers, and service providers. Negotiate contracts, monitor vendor performance, and ensure that vendors deliver products and services as per agreements.

Personal Assistant

Tariq Sheikh International

2017- 2018   New Chali, Karachi

- **Communication Management:** Handle incoming calls, emails, and other communications on behalf of the individual. Screen and prioritize messages, draft responses, and ensure timely follow-up on action items.
- **Administrative Support:** Provide general administrative support, such as organizing documents, preparing reports, drafting correspondence, and managing expenses. Maintain files, records, and databases in an organized and efficient manner.