

SYED M.MUNEEB SHAH

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As a BSIT student with a passion for technology and strong communication skills, I am eagerly working on my programming skills and have gained valuable experience as a surveillance officer and supervisor in the Orange Line Metro Train. My ability to simplify complex concepts and deliver high-quality results reflects my attention to detail and commitment to excellence in academics and extracurriculars.

WORK EXPERIENCE

Salesman

Farhan Pharmacy & Shalamar Pharmacy

2020 - 2022

- Assisted customers in finding and purchasing medications and health products, ensuring exceptional customer satisfaction.
- Gained hands-on experience in marketing strategies, customer relationship management, and medicine inventory knowledge.
- Effectively managed daily sales and provided accurate product information to customers.

Supervisor

Orange Line Train

2022 - 2023

- Managed staff and ensured tasks were completed smoothly and on time.
- Gave clear instructions to the team and maintained discipline at the station.
- Looked after station cleanliness, order, and accurate attendance records.
- Gained valuable experience in one of the biggest government projects.
- Improved leadership qualities and built strong communication skills through daily interactions and team management.

Surveillance officer

Orange Line Train

2023 - 2024

- Monitored all train stations using surveillance cameras to ensure safety and smooth operations.
- Provided clear instructions to station staff based on real-time observations and operational needs.
- Maintained accurate attendance records for station staff and coordinated their activities.
- Acted as the key point of contact for communication between PMA (government) and the company.
- Gained valuable experience in a large-scale government project, further enhancing decision-making, team coordination, and problem-solving skills.

RELEVANT SKILLS

- **Technical Skills:** Proficient in MS Word, Excel, and PowerPoint for documentation, data analysis, and presentations.
- **Programming:** Currently enhancing skills in programming, with a focus on learning modern technologies and languages.
- **Communication:** Strong verbal and written communication skills, gained through customer interaction and team coordination.
- **Problem-Solving:** Skilled in identifying issues and providing effective solutions, especially in surveillance and staff management.

EDUCATIONAL HISTORY

- Matric
- Intermediate
- BSIT (continue)