

NAUMAN MUNIR

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I'm a 42 Abu Dhabi computer science student who combines classroom instruction with practical web building skills. Previously, I led teams at DHL Worldwide Express LLC and developed solutions for Emirates Engineering. I'm good at programming, fixing problems, and leading teams. By consistently looking for new challenges and possibilities for advancement, I hope to use my abilities to create innovation and impact in the field of software engineering.

EXPERIENCE

SEPTEMBER 2019 – FEBRUARY 2020

JUNIOR DEVELOPER, EMIRATES ENGINEERING

Responsibilities

- Assisted in the development of dashboards and systems using SharePoint, JavaScript.
- Collaborated with the developer to create two dashboards for the Engineering department, leveraging SharePoint lists and webs.
- Utilized vanilla JavaScript to create interactive features and enhance the user experience of the dashboards.
- Worked closely with SharePoint lists and web APIs to retrieve and manipulate data for dashboard integration.
- Contributed to the design and development of systems that simplified staff shift scheduling, incorporating intuitive buttons and automation features.
- **PLAYED A KEY ROLE IN ENSURING THE DASHBOARDS AND SYSTEMS MET THE REQUIREMENTS OF THE ENGINEERING DEPARTMENT AND EFFECTIVELY ADDRESSED THEIR NEEDS.**

2021– 2023

OPERATION AGENT (TEAM LEADER), DHL WORLDWIDE EXPRESS LLC

Responsibilities

- Efficiently handle and respond to shipment status inquiries by tracing inbound shipments to ensure their proper delivery.
- Handle the procurement of stationery and office-related supplies, maintaining a complete report of the required items for the upcoming week to facilitate the smooth delivery of orders and prevent any disruptions.
- Work effectively under pressure, meeting deadlines and ensuring the timely completion of tasks.
- Proactively identify and report any system-related errors to the IT team, contributing to the resolution of technical issues.
- Generate monthly reports to maintain accurate records of completed work and progress.

- Prepare comprehensive reports on outstanding orders, identifying areas for improvement and timely resolution.
- Provide training and guidance to new staff members, ensuring a smooth onboarding process and promoting a cohesive team environment.
- Generate and process invoices for outbound and inbound shipments, ensuring compliance with customs regulations.
- Successfully manage a team of 16 to 20 individuals, overseeing their performance, providing support and guidance, and fostering a collaborative work environment.
- Develop a Staff Dashboard in JavaScript to provide insight into staff working details, enabling better monitoring and analysis of performance metrics. Additionally, efficiently process RTO (Return to Origin) items and handle return items to minimize errors and ensure timely resolution.

SKILLS

Microsoft Office:

Excel: Proficient in Excel, with experience in creating automated files using Power Query and Power Automate to improve workflow and efficiency.

SQL:

Proficient in SQL with experience in creating and executing queries to manipulate and retrieve data from relational databases.

Computer Languages and Frameworks:

HTML, CSS, Bootstrap, JavaScript, PHP, MySQL, Node.js, C, C++, SQL

CERTIFICATE

THE WEB DEVELOPER BOOTCAMP 2021

Certificate Link: [Click](#)

PROJECTS

Staff Dashboard

- Created the Employee Productivity Dashboard, a powerful tool for tracking and improving employee performance.
- Developed the dashboard using JavaScript, providing a user-friendly interface for real-time access to performance metrics.
- Designed and implemented a performance chart to visualize employee performance over time and track progress.
- Introduced the UPH (Units Per Hour) chart to monitor productivity levels and identify workflow inefficiencies.

- Implemented a data table that offers a comprehensive view of employee performance metrics, including hours worked, items processed, and orders completed.
- Enabled data-driven decision-making, optimized resource allocation, and streamlined processes for improved efficiency.

EDUCATION

MATRICULATION, FROM COMPREHENSIVE SCHOOL FAISALABAD, PAKISTAN
GRADUATED IN 2013

CURRENT STUDIES, (IN PROGRESS)
PURSUING A HIGHER EDUCATION DEGREE IN COMPUTER SCIENCE
42 ABU DHABI, A REVOLUTIONARY CODING SCHOOL