Resume

Syed Toqeir Ali Shah Bukhari

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Objective

To build a challenging career in highly professional organization that relies on world-class standards, and that provides opportunity to show my worth and make the most of education and skills in an efficient way.

Education

- **2012-2015**   Bachelors of Science in Information Technology, University of Sindh Jamshoro Pakistan.

Skills

- Programming Languages (Php/C#, JavaScript , Asp.net, JQuery, Ajax)
- HTML5, CSS3
- VM Ware Centos
- MS Office
- MySQL
- Dreamweaver
- Linux

Area of Interest

- Data Communication & Computer Networks
- Network Management Systems
- Data Security & Encryption
- System Administration
- Signal Processing
- Communication Systems
- Sensor Networks
- Digital Communication
- Network Administration

General Skills

Excellent analytical and Problem Solving, Writing, Teaching, Demonstrating and Lecturing, Proposal Development, ability to optimally utilize time and priorities tasks, good Communication both written and verbal and Presentation skills.

Relevant Work Experience

- ❖ **June 2016 – (Continue):** Working as Admin Officer in Student Inn Saifee Colleges. Job responsibilities are:
  - Oversees and administers the day-to-day activities of the office.
  - Maintain financial files and records.
  - Develop business proposals for new and existing customers.

- Ensure data is entered into the system.
- Ensure transactions are properly recorded and entered into the computerized accounting system.
- Supervise customer services and respond to customer inquiries.
- Manage the repair and maintenance of computer and office equipment.
- Develops policies, procedures, and systems which ensure productive and efficient office operation.
- Assists in the coordination, supervision, and completion of special project, as appropriate.
- Co-ordinates the disposition and or resolution of individual problems and disputes involving, Faculty staff, students and or members of the general public as they arise.
- Performs miscellaneous job-related duties as assigned.

Final Year Thesis / Project

Presented Final Year Project In which participated as a Team Leader among the group and worked on Idea, Design, Develop alerts.

July 2015 – February 2016: Designed and worked on the project **"IICT Alert Management System".** The designed system is aimed to facilitate the Any Educational Institute to manage their daily routine task and schedules,

1. The designed system will generated automatic alerts and flows for general tasks which are performed on daily bases.

2. This projects aims to implement online vacation request sending Or receiving, online SMS sending & Email Sending interfacing system with QOS (Quality of Service) based.

3. The MIS Alert Management System is a large database system which can be used for managing Any Educational Institute daily work.

4. MIS Based on Enterprise Edition this is web based Information Portal which contain every Information about the events and notification and it can also generate alerts.It is a multi-user system and can be used by hundreds of users at same time.

Achievements

- Received multiple certificates on sports activities and competitions from University of Sindh Jamshoro

Extra-Curricular Activities

- Member of Institutional student Academic and Skill Development committee and organize several Quiz and Project competitions at Departmental and Inter- Departmental and Inter University level

Personal

Father's Name: Syed Muhammad Rafique Shah
Surname: Syed
Date of Birth: 20th May 1992
Religion: Islam
Marital Status: Single
C.N. I. C Number: 41204-4112280-1
Languages: English, Urdu, Sindhi, Pushto

References

Will furnished on demand.