

# Mohammed Abdul Razzak Owais

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## SUMMARY

Software Developer / Web Developer with 3+ years of experience in building web applications, automating workflows, and integrating systems across multiple organizations. Skilled in developing internal portals, enhancing business processes, and delivering reliable technical solutions. Strong at translating requirements into practical, user-focused implementations while ensuring smooth and efficient operations.

## EXPERIENCE

### Software Developer/ Content Developer, Specialized Industrial Services Co. LTD Oct 2024 - Present

- Contributed to major digital transformation initiatives by creating clear workflows, system documentation, and content for internal tools and automations.
- Supported development of portals, forms, and approval systems across HR, Finance, Procurement, and IT departments.
- Designed and refined internal processes using Power Automate, Teams, SharePoint, and NetSuite integrations.
- Produced training manuals, IT awareness content, and user instructions to enhance employee adoption of new systems.
- Worked closely with cross-functional teams to understand requirements and convert them into structured documentation and content-ready workflows.
- Improved UI/UX text, labels, and structured layouts for internal applications to enhance clarity and usability.
- Ensured all documents, guides, and workflows were accurate, up to date, and aligned with business standards.
- Played a key role in simplifying complex business processes through well-designed instructions, automated notifications, and structured guidance.

### Full Stack Developer, Winmount Services

May 2023 - Aug 2024

- Developed and maintained full-stack applications with both front-end and back-end components.
- Designed API endpoints, data models, and server-side logic to support business processes.
- Implemented authentication, dashboards, and workflow features for internal users.
- Integrated external APIs to automate tasks and enhance system functionality.
- Optimized code, improved performance, and ensured clean, maintainable architecture.
- Collaborated with teams to translate business requirements into technical features.
- Managed deployments, testing, and documentation for stable application releases.

### Front-End Developer, Interny Internships

Mar 2022 - Apr 2023

- Built responsive web pages using HTML, CSS, and JavaScript for student-facing platforms.
- Implemented basic UI components, forms, and interactive elements to improve usability.
- Ensured cross-browser compatibility and mobile responsiveness.
- Assisted in debugging front-end issues and improving layout consistency.
- Worked with designers to convert mockups into functional web pages.
- Documented UI components and supported routine updates to the website.

## PROJECTS

### Supplier Portal - Software Developer Role

Developed and maintained a supplier interaction portal integrated with procurement workflows, improving communication, document flow, and RFQ visibility.

### Employee Payslips Portal - Web Developer Role

Built a secure platform allowing employees to access and download payslips, reducing HR manual workload and improving accessibility.

### Visitor Portal - Software Developer Role

Created a visitor management portal with automated approvals and notifications using Power Automate, Teams, and SharePoint.

### Visitor QR Verification System - System Integration Role

Designed a QR-based verification system enabling security teams to instantly validate visitor approvals and retrieve visitor details.

### License Reminder Automation - Automation Specialist Role

Implemented automated workflows for license renewal reminders, eliminating manual tracking and ensuring timely compliance.

### Employee Intranet - Web Content & Software Developer Role

Developed an internal intranet for announcements, updates, and employee communication, enhancing engagement and centralizing information.

### HR Deduction Form Automation - Business Process Developer Role

Built an automated deduction form with pre-filled employee information and multi-level approval routing for HR and Payroll.

### Procurement & RFQ Analytics - Technical Role

Created dashboards, saved searches, and KPI metrics to track RFQ approval lead times and PO status trends.

### Attendance & Timesheet Enhancements - Technical Role

Improved attendance and timesheet tracking with custom dashboards, analytics, and workflow logic for HR visibility.

#### **PDF & Email Automation - Automation Role**

Developed automated PDF generation and email delivery pipelines for internal forms and communication tasks.

#### **Corporate Tools & Forms - Technical Role**

Delivered custom portals, digital forms, and workflow tools tailored to HR, Finance, IT, and Procurement operations.

#### **WordPress Website Enhancements - Web Developer Role**

Improved UI/UX, added new components, and optimized the corporate website for better performance and content management.

## **EDUCATION**

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**Bachelor of Technology in Computer Science and Engineering**, Compter Science  
Jawaharlal Nehru Technological University

*Mar 2018 - May 2022*  
GPA: 82%

## **SKILLS**

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**Integration & Automation:** API Integrations & System Connectivity, Workflow Automation (Power Automate, Teams, SharePoint), Cloud Platforms (Microsoft Azure), System Integration with third-party tools (NetSuite, WordPress, Forms, Excel, Middleware), Automated PDF Generation & Email Workflows

**Web & Application Development:** Front-End Development (HTML, CSS, JavaScript, React), Back-End Development (Node.js, Python), Corporate Portal & Intranet Development, WordPress Management & Customization, UI/UX Content Structuring

**NetSuite / ERP Technical Skills:** Saved Searches, Dashboards & KPIs, SuiteScripts (Client, User Event, Suitelet where applicable), Workflow Design & Optimization, Integration with external systems

**Technical & System Operations:** CI/CD & Version Control (Git, GitHub Actions), Technical Documentation & Workflow Mapping, Database Management (MySQL, PostgreSQL, MongoDB), REST APIs, JSON, Webhooks, Error Handling, Debugging & Troubleshooting

**Tools & Platforms:** Microsoft Power Platform, Render, VPS Hosting, API Gateways, Postman (API Testing), Canva (Documentation & Design)

## **Certification**

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- Oracle AI Fundamentals Certification
- Cybersecurity Engineering Virtual Internship Program
- Google Analytics Certification
- Advanced Google Analytics
- Software Engineering Virtual Experience Program (Forage)

## **Languages**

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Arabic  
English  
Hindi  
Urdu  
Telugu