

GAUSIYA SAIYED

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Seeking the chance to fill the position with established company in which to enhance my skills and become a valued member of team having 3 years of experience with Digital Forensics and Computer Forensics.

EXPERIENCE

OCTOBER-2016 – MARCH-2018

SCIENTIFIC OFFICER/MANAGER/CRIME SCENE INVESTIGATOR,
INCOGNITO FORENSIC FOUNDATION, BANGALORE

Responsibilities:

- Performed Forensic Analysis and conducted scientific examinations of evidence material.
- Analyzed media using a broad range of Computer Forensic Tools then summarized findings in a technical report.
- Reviewed information on various computer related evidence obtained from various crime scenes and believed to contain evidence of criminal activity.
- Restored damaged and erased computer hard drives to attempt to collect evidence and information.
- Prepared and maintained accurate test reports, analysis reports, records and documents.
- Conducted New Hire Orientation, Exit Interviews and Leave of Absences.
- Reconciled a team that was experiencing employee morale issues. Interviewed team members and leadership; observed team meetings, created team building exercises and mandatory training.
- Managed approximately 60 employees per shift in a fast-paced work environment.
- Performed other office administrative duties as required.

JUNE-2018 – CURRENT

EXECUTIVE ASSISTANT TO DIRECTOR/RESEARCH CO-ORDINATOR,
ZEBAR SCHOOL FOR CHILDREN

Responsibilities:

- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Filing and retrieving corporate records, documents, and reports.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Helping prepare for meetings.
- Accurately recording minutes from meetings.
- Greeting visitors and deciding if they should be able to meet with executives.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Experience as a virtual assistant.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.

EDUCATION

2016

M.SC FORENSIC SCIENCE (CHEMISTRY AND TOXICOLOGY) – 80%

GUJARAT FORENSIC SCIENCE UNIVERSITY, GANDHINAGAR

2014

B.SC CHEMISTRY – 71%

C.U.SHAH SCIENCE COLLEGE, ASHRAM ROAD, AHMADABAD

SKILLS

- **Forensic techniques-** I have knowledge and experience of Forensic tools such as Encase, Tableau, Magnet Axiom, UFED Cellebrite, Matlab, Amped Five, Wondershare, Ikena Forensic Tool, Forevid, Autopsy, Goldwave, etc.
- **Team work-** I have successfully undertaken various team projects within academic and non-academic environment.
- **Problem solving-** I have the ability to solve problems, tested with continuous problem solving exercises.
- **Communication-** Good communicator.
- **Computing Skills-** Competent using Microsoft Word, Excel, PowerPoint, email and other IT Applications.
- **Organizational skills-** Ability to work under pressure, deliver urgent casework on time and prioritize own workload.
- **Willingness to Learn-** I am keen to develop my understanding and acquire new skills through employment.

ACTIVITIES

- **Magnet Virtual Summit APAC // THE EVOLUTION OF RANSOMWARE - ATTACK, INVESTIGATION, RESPONSE & PREVENTION STRATEGIES** – Issued on : May 10, 2020
- **Digital Forensics (short course)** by Charles Sturt University, Issued on : May 6, 2020
- **Certificate of Participation** - Infection Prevention and Control (IPC) for Novel Coronavirus (COVID-19) by WHO, Issued on : April 10, 2020
- **Corona Virus Disease- 2019** by AACC Learning Lab for Laboratory Medicine on NEJM Knowledge+ , Issued on: March 30, 2020, Expiry on : March 30, 2021
- **Grooming & Personal Development** by Ahmedabad Management Association, Issued on: December 27, 2019
- **Management Development Programme on MS Word - 2013** by Excel Guru, Issued on: March 18, 2019
- **Management Development Programme on MS Excel - 2013** by Excel Guru, Issued on: March 19, 2019
- **Management Development Programme on MS Powerpoint - 2013** by Excel Guru, Issued on: March 20, 2019