Mohammed Saif Ullah Khan

331-319-7063 | mkhan67@govst.edu | portfolio

Summary

Organized, tech-savvy, and detail-oriented computer science student with a strong background in administrative tools and event coordination. Proficient in Microsoft Office (Excel, Word, PowerPoint) and experienced in creating clean, professional documentation and presentations. Comfortable communicating with diverse teams and managing logistical tasks efficiently. Eager to support the CSEIP department while developing real-world professional skills on campus.

Education

Bachelor of Science in Computer Science | Expected: May 2027 Governors State University
| University Park, IL

Bachelor of Computer Science and Engineering | May 2025 Osmania University
| Hyderabad, India

Professional Experience

Computer Science Intern | November 2024 – March 2025
Vosyn | Hyderabad, India *(Frontend Development Intern*

- Learned and applied frontend fundamentals to build responsive web pages for inventory management.
- Gained hands-on experience in creating UI components and styling layouts for better user experience.
- Worked with APIs to display dynamic data and practiced debugging frontend issues.
- Assisted in usability testing and collaborated with the team during deployments.
- Tools & technologies: HTML, CSS, JavaScript, React basics, Git.

Event Support and Coordination – Campus Events and Club Activities | February 2024 – July 2024
Osmania University | Hyderabad, India

- Assisted with event setup and takedown, including managing tables and distributing materials.
- Worked in teams to gather supplies, prepare presentation materials, and coordinate attendees.
- Communicated clearly with student groups and faculty for smooth event execution.

Certifications

Aws Certified | AWS Academy Cloud Foundations | 2025.

Microsoft Certified | Introduction to Computers | 2025

JavaScript, HTML, CSS | Google Developer Student Clubs | 2023

JavaScript and React Js Certified | Devtown by Google, Amazon | 2023.

Technology Skills

Languages: Java, Python
Documentation: MS Word, PowerPoint, Excel, Canva Tools: Git Postman, JIRA, Figma windows.

Professional & Soft Skills

Professional: Time management, verbal and written communication, multitasking, organization.
Soft: Teamwork, punctuality, attentiveness to detail, respectful and professional behavior.

Cover Letter

Mohammed Khan

COMPUTER SCIENCE ENGINEER

I am writing a letter of interest in regards to the position in your company. Your company is known for its innovation, professionalism, and results-driven marketing strategy, which is why I am certain I would make a valuable addition to your team. I would be interested in learning more about the company and available opportunities, so I have enclosed my resume for your consideration.

I am confident that my experience in this field will be an asset to your company. As you will see on my resume, I have a proven record of achievements, which will allow me to make major contributions to your company.

I look forward to speaking with you to discuss how my experience and abilities match your needs. I will call you on the day of the week to see what day and time fit your busy schedule. Don't hesitate to contact me at your phone number or contact me by email at your email address should you have any questions. I look forward to speaking with you.

Saif

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