



SIRAJ AHMADZAI

CONTACT

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CORE COMPETENCIES

- Strong IT Skills
- Website Development
- Excellent Communication Skills
- Time management
- Multi-tasking
- Prioritizing
- Delegating
- Public Speaking and Presentation
- Networking
- Relationship building
- Entrepreneurial
- Innovative
- Adaptable
- Attention to detail

EDUCATION

BCS (Honors) – Computer Science |
06/2019
Carleton University, Ottawa, ON
CGPA 3.7 (A GRADE)

PROFILE

A highly motivated and hardworking Computer Science (B.C.S Honors) graduate from Carleton University, achieving excellent results in computer studies. Possesses appreciable knowledge in information technologies, multimedia, and computer systems. Able to perform IT research, coordinate multiple IT tasks, and provide basic technical IT support. An organized and efficient individual, whose thorough and precise approach to projects has yielded exceptional results. Honed with excellent organizational and computer skills, in addition to advanced communication skills, leveraged in building positive relationships. Skilled in developing and maintaining professional websites. Proficient in developing test plans and processes to perform testing and troubleshooting. Leveraged interpersonal communication strengths to establish rapport and build trust with colleagues. Seeking work experience in the creative IT industry to develop my skills further and broaden my knowledge.

TECHNICAL SKILLS

- **Web Development:** JavaScript, jQuery, Ajax, HTML, CSS3, AngularJS, ReactJS, PHP
- **Software Development:** C, C++, C#, Java, Python
- **Database:** MS Access, SQL, MYSQL, SQLPLUS.
- **Multimedia:** Adobe Photoshop, Adobe Illustrator and Adobe Audition.
- **Additional Skills:** Troubleshooting, Web Design, Installation, Desktop Support, Coding, SharePoint.
- **Software Tools:** IntelliJ IDEA, CLion, WebStorm, Visual Studio, Xamarin, eclipse, Microsoft Office Suite
- **Networking:** Wireshark, TCP/IP, PuTTY
- **Platforms:** Microsoft Windows, Unix/Linux, and macOS, SharePoint

EXPERIENCE

Student Assistant

September 2018 – April 2019

Department of Geography - Carleton University (Part-Time Remote job)

- Collected requirements and developed a website for ClimateSmartCommunities.org
- Created UX designs and made changes according to the client's feedback.
- Analyzed various options for creating the website and discussed the best option with the client.
- Assisted students in answering general questions.
- Interacted and communicated effectively with individuals and student groups.
- Maintained confidentiality about sensitive information.

Systems Test Intern

September 2018 – April 2019

Viavi Solutions Inc. - Ottawa Ontario (Full-Time)

- Developed comprehensive test plans and processes to support testing objectives.
- Performed product testing and collaborated with R&D Developers to fix issues.
- Performed manual testing and interacted with developers to resolve bugs.
- Created Katalon tests for testing web-apps.
- Collaborated with team to resolve testing problems and malfunctions.
- Created VB test programs to test different Fiber Optics equipment.
- Used all sorts of sophisticated Fiber Optics equipment.

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AVAILABLE UPON REQUEST

- References
- Educational Transcripts

Summer Student NAV CANADA (Full-Time)

05/01/2018 – 08/31/2018

- Built SharePoint Apps
- Administered SharePoint sites
- Planned files and records migration from file server to SharePoint
- Built SharePoint sites

Teaching Assistant Carleton University (Part-Time)

09/01/2017 – 12/31/2017

- Facilitated weekly office hours to ensure that students fully understood the course material, and to provide extra attention to those that needed it.
- Conducted tutorial sessions to guide students in collaboratively completing practice assignments and express their concerns or troubles and work towards a resolution.
- Revised and evaluated the students' tests and assignments so that they can benefit from constructive feedback, and ultimately improve their academic performance.
- Collaborated with colleagues and professors to ensure equality between students of different learning stages, such that everyone can be accommodated.

Environment: VMware, VirtualBox, Unix/Linux, C programming, Systems Programming

Engineering Trainee Department of National Defense (Full-Time)

05/15/2017 – 08/25/2017

- Analyzed requirements and expedited resolutions as part of a team.
- Identified, recommended and implemented efficient solutions to increase productivity.
- Developed and maintained excellent relations with internal and external counterparts (partners, clients and suppliers) to support operational objectives.
- Developed innovative, intelligent "workbooks" using Microsoft Excel and VBA.
- Efficiently resolved routine, moderate and complex problems.
- Administered SharePoint and created SharePoint web pages and forms using jQuery.

Environment: Web Development, Applications Development, VB.Net, Microsoft Office, SharePoint, Microsoft Visio

VOLUNTEER EXPERIENCE

Bayshore Community Association

01/2016 – 04/2017

- Helped organize community events.
- Coached children to play futsal.
- Taught children how to ice skate.
- Took care of community-owned equipment.

ACHIEVEMENTS

- Volunteer Appreciation Award for volunteering at Blueprint 2020 - Presented by Edison Stewart, Assistant Deputy Minister (Public Affairs)