

CAREER OBJECTIVE

To utilize all my skill and potential to achieve the organization goal and in the process taking higher responsibility for the benefit of all.

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

1)	Business Development Executive	Since Jan 2009 and continuing
	System & Paradigms Consulting (www.syspara.com): Based in Melbourne metropolitan area, SysPara Websites (a part of Systems & Paradigms Consulting) specializes in web design & development for businesses across Australia and globally. SysPara can conceptualize, design and develop a complete internet solution for business or profession which may include online e-commerce stores, database driven applications, programming, Web Hosting & Domain registration, Software Development, Corporate branding, Search Engine Optimization.	
	Role & Responsibilities: <ul style="list-style-type: none">• Focusing prospective customers according to our Web Based Solutions and Customized Software.• Preparing Presentation (PPT, HTML, PDF or Video) according to the prospective customer's requirement.• Preparing Proposal & Quotation.• Updating to the Clients on their ongoing Development through Email, Phone and SMS.• Discussing, Understanding, Processing & Delivering the Clients query.• Handling & Discussing with the Design & Development team, as per the Clients taste & requirements.• Follow up with the Clients and with our team, till the project finalizing.• Managing Clients Credentials.• Reminding to Clients on their renewals.• Discussion with technical head for new launches.• Giving Information on new development to Our Valued Customers.• Updating to the Manager in Australia (Head Office).	
	Major Projects that I have done. Made the proposal & quotation for the below projects and give the presentation of the features: Software Development: <ul style="list-style-type: none">• Haj Committee Of India• Seventeen Arcade Pvt. Ltd.• Optik Zone Pvt. Ltd. HR Portal: <ul style="list-style-type: none">• Solar HR Management Pvt. Ltd• Al-Hind Foreign Services Agency Pvt. Ltd.• Achievers Network India Pvt. Ltd. CRM Development: <ul style="list-style-type: none">• Call PC Expert• PC Quality Service• Call Tech Guys	

	<p>Web Based Application</p> <ul style="list-style-type: none"> • Bhumi Structures Pvt. Ltd: Real Estate Developers Application; Modules are Account, Stock, Material & Labor Management Inventory & Payroll etc. • Total Transparency Investigation Pvt. Ltd: Web Based Application for their case management. • Islamic Pease Foundation: Online Question & Answer Portal. • GoWell Travels Pvt. Ltd: Visa & Documents Process Online. • Solar HR Management Pvt. Ltd: Visa & Documents Process Online. • Paramount Polytrear Chemicals Pvt. Ltd: Bulk Emailing Application. <p>Online Shopping Cart</p> <ul style="list-style-type: none"> • Islamic Fiq Academy • Inet Computer Rohini <p>Some Dynamic Website</p> <ul style="list-style-type: none"> • Modern Ashiana Pvt. Ltd. • GI Services India Limited <p>Some Static Websites</p> <ul style="list-style-type: none"> • Haller India Pvt. Ltd. • Osmani & Co • Paramount Energy India Pvt. Ltd. • Grow India Pvt. Ltd. • Sheema Group 	
2)	Sales & Marketing Executive	Nov 2007 – Dec 2008
	Mitechsoft India Pvt. Ltd	
	<p>Role & Responsibilities:</p> <ul style="list-style-type: none"> • Initialized the Data of Prospective Customers and analyse them in accordance with our Products (WebCube, LeaningCube & SugarCube, all were the Web Based CMS). • We contacted the Prospective Customers through Email or Phone and tried to fix the meeting. • <i>Before attending the meeting</i>, we went through Company Profile and got knowledge of the Prospective Customers and then we did the discussion of <i>Killing Modules</i> of Our Products. • <i>Demonstration/Presentation of Our Products to the prospective customers.</i> During that, we did description only of <i>Killing Module</i> not the whole Modules. We gave the Demonstration/Presentation in <i>Jamia Millia Islamia University, Engineering Collage Aligarh Muslim University, Hamdard University, GNIIT, Accurate, NIAM, ITS Engineering Collage, Design Action group, PCCS etc.</i> • Forwarded the Proposal & Quotation to Prospective Customers. • Follow up and finalized the Prospective Customers. • <i>Training of Product to Clients.</i> I gave the Training to staff of <i>Engineering Collage Aligarh Muslim University, GNIIT, Master Foods India, Al-Hind Manpower Service Agency, All India Talimi Wa Milli Foundation etc.</i> • Regular Communication with the Office in Malaysia (Head Office). 	

3)	Sales Executive	2000 – 2002
	Cybrain Technology	
	Role & Responsibilities: <ul style="list-style-type: none"> Worked as a customer relationship. Complete responsibility for dealing with customers. 	

KEY STRENGTH AREAS

- Managing & Customizing CSS Templates, HTML & PHP based websites.
- Strong ability to manage multiple projects simultaneously.
- Detail-oriented, quality-focused, and organized work methods.
- Outgoing and enthusiastic attitude.

ACADEMIC AND PROFESSIONAL CREDENTIALS

MBA

Planned this year

Diploma In Computer Engineering

2007

Jamia Millia Islamia University, New Delhi, India

Training Undertaken

2008

- Underwent Frontend & Backend Support training, as prescribed by the Mitechsoft India, in Mitechsoft SDN BHD (Head Office) in **Malaysia**.
- Excellent Training Award from Mitechsoft SDN BHD (Head Office) in **Malaysia**.

Softwares worked on:

- Adobe Photoshop, Dreamweaver, HTML5, CSS, PHP, MySQL, Cute FTP, Fire FTP, FileZilla, CMS, Microsoft Office Suite, OpenOffice.

Personal Details

Name :	Mohammad Shuaib Khan
Father's Name :	Mr. Riaz Khan
Mobile No :	+91 9811 684 952
Date of Birth :	July 7, 1982
Permanent Address :	House No: 629, Street No:9, Zakir Nagar, Okhla, New Delhi-110025, INDIA
Marital Status :	Married
Passport No. & Expiry :	J9492445 & 01/08/2021
Hobbies :	Learning, Travelling & Web
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