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| **Sayed Zulfukar Ali**  zulfukar.bdk@gmail.com,  (Mob) - 09853122156. | **G:\resumeandpassport\pp.gif** |

**CAREER SUMMARY**

Liberally educated and industry certified Internet professional seeking opportunity to apply an unusually wide breadth of Internet knowledge and skills and web development experience in an increasingly responsible manner. Positions may include web producer, technical producer, content engineer, web developer, front-end developer and e-commerce strategist. Accomplished educator with demonstrated ability to teach, motivate, and direct students while maintaining high interest and achievement. Self-motivated with strong planning, organizational and leadership skills

**Professional Efficiencies**

* **10 years** of experience in Information Technology with **6+** years of experience as a Admin and Center manager in various Organization.
* Versatile professional with excellent organizational skills.
* Hired, trained and supervised small team of administrative staff members.
* Coordinated meetings, events and conference calls including the hiring of catering services and arrangement of meeting space.
* Excellent Service oriented.
* Extraordinary demonstrating skills for planning programs.
* Target centric and punctual of time.
* Disciplined, imperious and exceptional interpersonal skills.
* Participate in the administration of the department's program of study and other activities as requested.
* Hands-on experience in tutoring computer applications and programming
* Web designing and web site management experience.
* Extensive knowledge of Internet and computer software.
* Background in print, photography, writing and editing.
* Applying innovative methods.
* Excellent written and verbal communication skills.

**Academic Background**

* Obtained Master in Computer Application (**M C A**) from Biju pattnaik University and Technology (BPUT), Orissa in the year 2005
* Obtained Master in Information Technology (**M I T**) from the Vantage Infosys, Hyderabad, (A.P) in the year of the 2000.
* Obtained Bachelor of Science (**BSc**) Degree in (Physics, Chemistry, Mathematics) from the Utkal University, Bhubaneswar, Orissa. in the year of the 1999.

**Professional Expertise**

* Operating Systems: Windows9X, Windows2000, Windows XP, Windows Vista, Unix, MS DOS
* Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, , Microsoft Internet Explorer, and Microsoft Outlook Express.
* HTML Editing Tools: Macromedia Dreamweaver, Microsoft FrontPage.
* Graphics Tools: Macromedia Flash, Swish2.0, Macromedia Fireworks, Adobe Photoshop, 3D Max.
* Programming Language: C, C++, Java, SAP, HTML, and DHTML.
* Extensive knowledge of Internet and computer software and hardware.

**Professional Background**:

### Working as I.T Manager/Admin Dream India Society education Trust (Hyderabad) working at Balasore Branch, Orissa, from May 2015 to Till Date.

* Perform data analysis for generating reports on SAP/ ERP of 13 Branches in Odisha.
* Helps the top level management in goal setting, strategic planning and evolving the business plans and their implementation.
* Conduct RTC (Remote Teaching Class for IIT and other activities)
* Manage various workshops for computer training among the IT staffs.
* Manage and update website according to requirements.

**Worked as Admin & MIS Executive January 2013 to April 2015, P.E (Public Enterprises) Govt. Of Odisha, India**

* review and check applications and supporting documents
* code and process applications into required electronic format
* scan documents into database
* audit on-line applications for accuracy and completeness
* load information onto prescribed databases
* maintain complete activity logs and prepare reports
* retrieve and present required information in various formats
* manage application changes
* Communicate with applicants telephonically and in person.
* Manage service requests, software installations, new computer setups, and upgrades by

Providing hardware and software system support.

* Manage and update website according to requirements.

### Worked as a IT Engineer in Reverside software solutions pvt.ltd, Bhubaneswar, Orissa from April 2008 to December 2012.

* Designed and Developed the Front End User Interface,
* Required Graphics, Navigation, HTML Layouts, and Cascading Style Sheets for CMS and worked closely with Product Managers, Server Side and Front End Programmers to Bring the Layout Consistent in all the Phases.
* Assisted in Info Design, development, Content, documentation, and quality assurance, Bug Fixing and worked with Senior Information Architects and Programmers to define site functionality, navigation, interaction.
* Application architecture scheme and data flow, and supporting user research and usability test plans.

**2004 - 2008: Worked as a Center Manager at JVCCE, Dept. Of Higher Education, Government of Orissa, Bhadrak Women’s College, Bhadrak, with the following responsibilities.**

* Provide fundamental programming along with computer applications to the college students.
* Instruct students on basic computer skills including keyboarding, Microsoft Office, Excel, PowerPoint.
* Supervised students' laboratory work.
* Provide computer language and other applications to Computer science students.
* Researched and implemented a directory of accessible software to supporting teachers.
* Conducted immediate modification of the public software for the betterment of course.



* Conducted various workshops for computer training among the staffs.
* Implemented suitable method for uplifting the time duration of computer using than the scheduled time.
* Modified the entire course curriculum for the computer education and application.

**2006-2007: Worked as a MCA Guest faculty at F.M. University, Balasore, Orissa, with the following responsibilities.**

* Undertook high quality research in Logic and other areas of computer science
* Initiated, facilitated, and moderated classroom discussions.
* Prepared and delivered lectures to MCA students on topics such as Advanced Java programming.
* Supervised students' laboratory work.
* Prepared course materials such as syllabi, homework assignments, and handouts.
* Maintained regularly scheduled office hours in order to advise and assist students.

**Personal Profile:**

* **Name:** Sayed ZulfukarAli
* **Father’s Name:** S.F. Karim
* **Permanent Address:** At: Naripur, Po/Dist- Bhadrak, Orissa, pin-756100, (India)
* **Marital Status: -** Married.
* **Nationality:** - Indian.
* **Religion:**- Muslim
* **Date of Barth:**-10 January 1974
* **Cell No:** (91) 9853122156.
* **Email id:** zulfukar.bdk@gmail.com