

# Muhammad Waseem

*Bachelor of Computer Science*

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## SUMMARY

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Experienced professional with a strong background in database management, financial administration, and computer science education. I offer a versatile skill set developed over five years, along with a degree in Computer Science. My commitment to continuous improvement and adaptability allows me to excel in dynamic environments, fostering learning and operational efficiency. I'm eager to contribute my IT and finance expertise to support team goals.

## WORK EXPERIENCE

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### Database Admin / Accounts in Charge

Jan 2016 - Sep 2021

The Arcadia High School | Hyderabad, Pakistan

- Design, implement, and maintain databases to ensure data integrity, availability, and security.
- Regularly backup data and develop disaster recovery plans to prevent data loss.
- Optimize database performance by monitoring and fine-tuning queries and system parameters.
- Investigate and resolve database-related issues, such as connectivity problems.
- Maintain accurate financial records, including accounts payable, receivables, and general ledger.
- Assist in budget preparation and monitoring, ensuring expenses align with financial goals.
- Prepare and issue invoices to clients or customers and ensure timely payments.
- Generate financial reports, such as income statements and balance sheets, for management.
- Manage relationships with vendors and suppliers, including negotiating contracts.
- Maintain comprehensive documentation of database configurations, financial records.
- Provide training and guidance to colleagues on the usage of Computer Technologies.
- Utilize database management systems (e.g., MySQL, Oracle, SQL Server) and financial software (e.g., QuickBooks, SAP) as necessary.

### Computer Trainer

June 2021 - Sep 2023

FAITH College of IT | Hyderabad, Pakistan

- Deliver computer training sessions and lectures to students, both in group settings and one-on-one, covering a range of topics from basic computer literacy to specialized software applications.
- Provide practical, hands-on experience with computer hardware and software, guiding students through exercises and projects to reinforce learning.
- Adapt training programs to meet the diverse needs and skill levels of students, tailoring instruction to their backgrounds and career goals.
- Offer assistance and troubleshooting guidance to students when they encounter technical challenges during their training.
- Develop and administer tests and assignments to evaluate students' understanding and progress, providing constructive feedback for improvement.
- Maintain a positive and organized learning environment, ensuring that students are engaged and actively participating in lessons.

## CERTIFICATIONS

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**DCBM - Diploma of Computer and Business Management**

Sep 2018 - Sep 2019

Sindh Board of Technical Education (Pakistan)

## EDUCATION

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**Bachelor of Computer Science (BCS) - Computer Science**

Jan 2019 - June 2023

University of Sindh (Pakistan)

## SKILLS

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Excel | Photoshop | HTML | PHP | Powerpoint | Access | SQL | Database | Accounting | Word | Graphics | CSS |  
Tally | Peachtree | ERP | SAP | Automation | Corel Draw | ICT | Designing | JavaScript | TypeScript | Management  
| Business Development | Communication | Illustrator | Operating System | Logging | Monitoring | E-Commerce |  
Programming | Web Browsing | Secretarial Skills | Leadership | Time Management | Adaptability | Problem Solving  
| Teamwork | Creativity