

SAJID HUSSAIN



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PROFESSIONAL SUMMARY:

Career Goal:

Teaching professional career that is imaginative and includes several artistic medium to encourage and inspire students. Offer support and well-disciplined environment to ensure the success of each and every child. Providing creativity and imaginative, work in CS/IT to open minded and creative students.

Motivated and dynamic educator with an advanced degree and 3+ years of classroom experience. Proficient with popular educational hardware (tablets, desktops, laptops, Smart boards) and software (LMS, Adobe applications and Not ability).

Professional Profile:

3 years of expertise in classroom management with outstanding communication and interpersonal I skills. Have strong command over IT subjects and provide the medium through which students can interact. Have expertise in producing visual aids according to the requirements. Designing of CS/IT course curriculums of level ICS, B CS, B.com to BS and Master Programs for students ensure the success.

Summary:

Excellent IT skills, Admin and Teaching skills, dealt with customers and high level workloads within strict deadlines. Now looking to start a new

Challenging position to meet my competencies, capabilities, skills, education and experience.

EMPLOYMENT HISTORY

Oct. 2020 – Present

*Narowal, New Campus
and Old Campus College
Rd.*

Visiting/Lecturer (Dep. Of CS/IT), University of Narowal

- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
- Maintain accurate and complete student records as required by laws or administrative policies.
- Assign and grade class work and homework.
- Prepare and administer written, oral, and performance tests, and issue grades in accordance with performance.
- Observe and evaluate students' work to determine progress and make suggestions for improvement.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Guide and counsel students with adjustment or academic problems, or special academic interests.
- Prepare materials and classrooms for class activities.
- Select and schedule class times to ensure maximum attendance.

- Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.
- Advise students on internships, prospective employers, and job placement services.
- Advise students on academic and vocational curricula and career issues.

Nov. 2020 – Jul. 2021

Narowal, College Rd.

Visiting/Lecturer (Dep. Of CS/IT), Heritage College Narowal

- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
- Maintain accurate and complete student records as required by laws or administrative policies.
- Assign and grade class work and homework.
- Prepare and administer written, oral, and performance tests, and issue grades in accordance with performance.
- Observe and evaluate students' work to determine progress and make suggestions for improvement.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Guide and counsel students with adjustment or academic problems, or special academic interests.
- Prepare materials and classrooms for class activities.
- Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.
- Select and schedule class times to ensure maximum attendance.
- Advise students on internships, prospective employers, and job placement services.
- Advise students on academic and vocational curricula and career issues.
- Maintain student attendance records, grades, and other required records.

Dec. 2020 – Jul. 2021

Narowal, Muridkay Rd.

Lecturer (Dep. Of CS/IT), The Sahara College Narowal

- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
- Maintain accurate and complete student records as required by laws or administrative policies.
- Assign and grade class work and homework.
- Prepare and administer written, oral, and performance tests, and issue grades in accordance with performance.
- Observe and evaluate students' work to determine progress and make suggestions for improvement.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Guide and counsel students with adjustment or academic problems, or special academic interests.
- Prepare materials and classrooms for class activities.
- Select and schedule class times to ensure maximum attendance.
- Advise students on internships, prospective employers, and job placement services.

- Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.
- Advise students on academic and vocational curricula and career issues.
- Maintain student attendance records, grades, and other required records.

Jan. 2016 – Sep. 2020

Lahore, Cantt

IT Specialist and Admin Manager. Wise Marketing Solutions

Manage to employees and task distribution. Manage to Company Networks and Systems maintenance. Editing, Windows, Installations, Router and Switch Controller. Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.

- Confer with project personnel to identify and resolve problems.
- Direct or coordinate activities of project personnel.
- Assign duties, responsibilities, and spans of authority to project personnel.
- Store completed documents in appropriate locations.
- Maintain logs of activities and completed work.
- Complete forms in accordance with company procedures. etc.

Jan. 2015 – Dec. 2015

Lahore, Johar Town C

SEO,IT, Data Entry and QA, SoftHuf Solutions

LHR (PAK)

- Compile, sort and verify the accuracy of data before it is entered.
- Store completed documents in appropriate locations.
- Locate and correct data entry errors, or report them to supervisors.
- Maintained integrity of general ledger, including the chart of accounts.
- Analysed monthly balance sheet accounts for corporate reporting.
- Network within communities to find and attract new business.
- Perform personal bookkeeping services.
- Participate in campus and community events.
- Answer user inquiries regarding computer software or hardware operation to resolve problems.
- Complete repair bills, shop records, time cards, or expense reports.
- Train new repairers.
- Calibrate testing instruments.
- Configure, monitor, and maintain email applications or virus protection software.
- Plan, coordinate, and implement network security measures to protect data, software, and hardware.
- Load computer tapes and disks, and install software and printer paper or forms.
- Train people in computer system use.
- Document network support activities.
- Install and configure wireless networking equipment.
- Monitor bug resolution efforts and track successes.

EDUCATION

- Sep. 2019** ***Master of Philosophy (Mphil) in Information Technology: Information Technology (IT)***
- Lahore Leads University - Lahore, Main Campus Lahore
- Dec. 2016** ***Master in Information and Communication Technology (MICT): Information and Communication Technology (ICT)***
- University of Management and Technology (UMT) – Main Campus Lahore.
- Dec. 2013** ***Bachelor of Commerce (BCOM): Specialization in Commerce.***
- University of the Punjab (PU) – Main Campus.
- Aug. 2011** ***Intermediate in Commerce (ICOM): Specialization in Commerce.***
- Board of Intermediate and Secondary Education Gujranwala. (BISEGRW).
- Dec. 2008** ***Matriculation in Science (Metric): Specialization in Science.***
- Govt. C. D Islamia High School for Boys Talwandhi Bhindran, Narowal.
 - Board of Intermediate and Secondary Education Gujranwala. (BISEGRW).

RESEARCH WORK

- Sep. 2019** ***Master of Philosophy (MPhil) in Information Technology: Information Technology (IT)***
- **Thesis Title:** A Competitive Analysis of Load Balancing Techniques in Software Define Networks.

- **Paper Title:** Campus Data warehouse

Dec. 2016

**Master in Information and Communication Technology (MICT):
Information and Communication Technology (ICT)**

- **Project Title:** Volunteers Management System in Pakistan

SKILLS

Expert IT Specialist, Handle office and new Clint. E-Marketing/SEO of national and multinational websites , Volunteer Management system Project, Administration, Research in comparative analyses of load balancing techniques in software define networks (SDN- Mphil Project).

Expert Designing of CS/IT course curriculums of level ICS, BCS, B.com to BS and Master Programs for students to ensure the success.

Expert Leadership qualities

Expert Self Motivated

Expert Good organizational skills.

Expert IT Specialist, Handle office and new Clint. • E-Marketing/SEO of national and multinational websites • Web Hosting plus Domain Registration. • Volunteer Management system Project • Accounts • Administration • Research in comparative analyses of load balancing techniques in software define networks (SDN) • Subjects(Networks, HCI, Data Mining, SPM, intro to Computer applications, Computer Literacy, Programming Fundamentals, ISA, Introduction to C, Research methodologies, MIS, SQA etc.)

Expert Confident, Effective communication skills and • Examination Department skills in UON and VU is my extra skills.

Expert Good Management skills.

Expert Patience

Expert Ability to assess student's requirements and fulfill them