

Sobia Rani

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CAREER OBJECTIVE

Obtain a challenging leadership position, applying creative problem solving and fine management skills with growing company to achieve optimum utilization of its resources. I just want to be on top in my field. My aim is to learn as much as i can.

EXPERTISE INCLUDES:

LMS Administrator: Planning, Design, Optimization& Development of new and existing Programs

Programming Skills: HTML, Asp.Net, Site Performance, Dreamweaver CS, Ms Office.

DBMS used: MySQL.

Concepts: OOPs, Database, Web, Networking,

Software Testing: JMeter, Manual Testing,

Lecturer: (CS Programs and Hospital Management System)

Quality Assurance: Document and Policies Management

WORK EXPERIENCE

National University of Medical Sciences, Rawalpindi, Pakistan

<http://numspak.edu.pk/>

July 2017 – Dec 2024 **Assistant Manager Database**

Dec 2024 – Till Date Manager **Learning Management System**

Key Responsibilities:

- Managing Moodle LMS, including customization, user support, content management, and smooth functioning of academic and certification programs.
- Installing and configuring different applications, assisting the line manager in reviewing systems, and suggesting improvements.
- Producing detailed specifications and writing the product document throughout the life cycle of the products.
- Testing the product in controlled, testing and real situations before going live, making sure that all necessary precautions have been taken including user sign-offs before releasing the products.
- Preparation of training manuals for users.
- Other duties as assigned by the line manager.

ACHIEVEMENTS AT NUMS:

- **LMS Moodle**
 1. Programs: CHPE Sessions
 2. (Semester/ Sessions of BS Social Sciences, BS Biological Sciences, BS Public Health)
 3. Content Management, Registration and Enrollments, Embedding and setting synchronous and asynchronous Modules. Providing best Solutions to fulfill coordinator requirements. Scheduling Activities, Restricting Dependencies and activity completion, New Course Designing, Site Administration, Course Administration, Coordination with Program coordinators. Support and guidance of Supporting Staff Member, Support during Mid Term Exams.
- **Quality Assurance:**
 1. Department Organogram, JDs Creation.
 2. Software User Manual Creation.
 3. Department Policies and Work Implementation Plans.
- **Inventory Management System:**
 1. Provide Initial Programming Support in IMS. It is a system to develop track and current status of inventory items in NUMS. it comprises item details along with categories, purchase date, issue date. Also have information regarding items issued to individuals and departments
- **Faculty Information System:**
 1. Provide developing and testing support in Faculty information system. It is a system developed in ASP.net and SQL Server. It comprises faculty information in each campus along with his/her personal details/education details/experience/publications etc. This system is further incorporated in CMS for course allocation and class attendance.
- **Teaching Programs:**
 1. BS Public Health (2020 - 2024) Semester 1
Subject: **Introduction to Computer**

 2. BS Public Health (2020 - 2024) Semester 3
Subject: **Computer Literacy**

 3. BS Public Health (2021-2025) Semester 1
Subject: **Introduction to Computer**

 4. BS Social Sciences (2019-2023) Fall Semester 2
Subject: **Basic Computer Skills**

 5. BS Allied Health Sciences (Batch 2019) Semester 3
Subject: **Basic Computer Skills**
- **Others,**
 1. **Mdcat Support:**
Verification and Testing of candidates and exam Admin Support.
 2. **Exam Conduct:**
Provide Nomes Support to AMC as well as Hitech

Hira Public College 2013-2014 & 2016-2017
Coordinator Administrator

Key Responsibilities:

- General Administration
- Lecture Planning, Preparation & Research.
- Managing Conference & Seminars.
- Invigilating Examinations.
- Computerized Record maintaining.
- Event Organizer.
- Internal practical invigilation

EDUCATION

(2023-2024)	M-S in Project Management RIPHA International University
(2014-2016)	Masters in Computer Science (MCS) Fatima Jinnah Women University, Rawalpindi
(2013-2011)	Bachelors of Sciences (BCS) F G College for Women, Abid Majeed Road, Rawalpindi
(2009-2011)	Intermediate in Computer Sciences (ICS) Govt. College for Women Farooq Colony Sargodha
(2007-2009)	Matric with Computer Science. Govt.National Girls High School P.A.F Base Sargodha.

REFERENCES:

Available upon request.