



PROFESSIONAL SUMMARY

Academic Coordinator with a strong foundation in teaching, IT, and management, seeking a challenging role that leverages my expertise in academic program management, technology implementation, and student mentorship to drive academic excellence and institutional growth.

WORK EXPERIENCE

- ❖ Roots International School & College
Academic Coordinator
August, 2024 – Present

Responsibilities:

- Oversee academic programs and activities for SSC/HSSC students, ensuring curriculum implementation and adherence to academic policies.
- Monitor student progress and performance, providing support to teachers and students as needed.
- Manage academic schedules, exams, and assessments, maintaining accurate records and data.
- Ensure effective use of MILES (Moodle) platform, keeping data up-to-date and conducting regular checks and balances to maintain academic standards.

- ❖ Roots International School & College
HOD – Computer Science
August, 2022 – July, 2024

Responsibilities:

- Led the Computer Science department, overseeing curriculum development, implementation, and academic excellence across multiple campuses in the North region of Roots.
- Collaborated with teachers from various campuses, fostering a cohesive and effective teaching community.
- Created comprehensive lesson plans and academic session break-ups, ensuring structured and effective delivery of curriculum.
- Designed examination papers, assessments, and evaluations to measure student learning outcomes.

- ❖ Roots International School & College
Lecturer – Computer Science
August, 2021 – July, 2022

Responsibilities:

- Taught Computer Science concepts and programming languages to students.
- Developed and delivered engaging lesson plans to promote student understanding and interest.
- Assessed student progress, providing constructive feedback and support.
- Utilized technology and digital tools to enhance teaching and learning.
- Fostered a collaborative and inclusive classroom environment.

- ❖ IZOC Solutions
E-Commerce Trainee
January, 2021 – March, 2021

Responsibilities:

- Creating and maintain product listings in an E-Commerce environment.
- Worked on different stores like Ebay, Amazon, NewEgg, Shopify, Walmart etc.
- Worked with shipping tools such as UPS.com or SPS.com to process orders and manage shipments
- Optimized existing products listings (titles, bullets, description) to better incorporate relevant search terms

- ❖ Muhammad Naeem Garrage, Al-Rashidiya, Dubai, UAE
Administrator cum Accountant
June, 2018 – Dec 2020

Responsibilities:

- Managed insurance claims for accidental vehicles, preparing files and submitting them to insurance companies.
- Maintained accurate records of stock in and out, ensuring efficient inventory management.
- Kept track of vehicle check-ins and work-in-progress, ensuring smooth garage operations.
- Handled salary adjustments for employees, ensuring timely and accurate compensation.
- Processed payments to suppliers and vendors, maintaining good relationships.
- Coordinated with workshop staff and management to ensure seamless operations.

- ❖ Teradata, Isb
Professional Services
Consultant (Apprentice)
May, 2017 – Apr, 2018

Responsibilities:

- Professional hands on experience in Informatica creating the mappings for Fastloads, BTEQs and Multiloads etc.
- Hands on experience in documentation such as Business requirement document, Table level specification, functional requirement Document, Extract specification Document.
- Experience in writing SQL Scripts for Development, Automation of ETL process, error handling.
- Involved in deployment of codes to production from development & UAT environments.
- Project monitoring & scheduling.
- Data analysis and testing.

- ❖ Smartech Solutions, Rawalpindi
IT Trainee
July, 2016 – Apr, 2017

TOOLS & UTILITIES

- **ETL Tools:** Informatica
- **Database Tools:** Teradata SQL Assistant, MS SQL Server, MS Access
- **MS Office 2010:** PowerPoint, Excel, Word, Outlook, Notes, Picture Manager, OneNote, Access
- **Teradata Utilities:** Teradata query grid, Teradata administrator, Teradata-Fastload, Teradata- Multiload, Teradata BTEQ, Teradata Fast Export
- **Development Tools:** Eclipse, Visual Studio
- **Video Editing Tools:** Camtasia studio 6.0, Wondershare Filmora, Canva, Inshot
- **Other Technical Skills:** SQL, HQL, Shell Scripting
- **Administrative skills:** Adept in technology, Detailed Oriented, Strategic Planning, Time Management, Good verbal and communication skills, Empathy, Active listening
- **Operating Systems:** Windows Server 2000/XP, 7, 8, 10, 11 and LINUX

EDUCATION

- **Bachelors in Professional Education**
(2018-2020), Allama Iqbal Open University, Islamabad
- **Bachelor of Science (Computer Sciences)**
(2012-2016), HITEC University HIT, Taxila
- **FSC(Pre- Engineering)**
(2010-2012), Fauji Foundation College New Lalazar Rawalpindi
- **Matriculation (Science)**
(2008-2010), Fauji Foundation College New Lalazar Rawalpindi

CERTIFICATIONS

- Certified Teradata 14 Professional



REFERENCES

- To be furnished upon request.