

Abdul Aleem Aejaaz (IT Educator)



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OBJECTIVE :

To contribute in the Global IT Education & Training with my Knowledge, Experience & Skills. To work with an Organization which believes in Quality, Innovations and Inspire growth and developments.



PROFESSIONAL SUMMARY :

- ☞ **Master in Computer Science** from a renowned university of India.
- ☞ **13+ years** of Total Work Experience. **11+ years** in Computer Education & Training at University-department level.
- ☞ **6+ years** of Experience in Managing IT Training and Leading Academic Teams at in International environment.
- ☞ **Expertise** in Training and managing IT courses.
- ☞ Experience of **development projects** (software & other.)



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RELEVANT WORK EXPERIENCE :

From OCT-2007

To PRESENT
(13+ Yrs.)

IT Trainer

King Saud University,
Common First Year Deanship,
Riyadh, Saudi Arabia.
www.cfy.ksu.edu.sa



Deputed by :

MKCL Arabia Ltd.
www.mkcl-arabia.com,



Key Achievements:

- ✓ Ranked in **Top Performers** consistently in the Employee Performance Appraisals.
- ✓ Promoted to **Academic Supervisor** and then to **Academic Coordinator**.
- ✓ Represented the IT Department of Deanship in many academic occasions of university.
- ✓ Given several presentations to the Visitors of the university on behalf of the IT department of Deanship.

Key Responsibilities:

- Conducting Lectures on following subjects :
 - IT Skills for University Students,
 - Advanced IT Topics such as: Programming in C language, Web Designing, Software Development in Visual Basic, Database in MS-Access, etc. based on students Self Learning Topic.
- **Leading** a Team of IT Lecturers.
- Managing the execution of IT Training in the campus as per the Goals of the Course program.
- Providing variety of Reports (analytical & summary) of academic and other operations to the deanship and the company management.
- Preparing **Academic Schedules, Academic Calenders, Teaching Plans**, etc. and ensuring implementations by team members.
- Supervising Lectures, Conducting student feedbacks, counseling & advising students.
- Understanding the need of **Curriculum updating** based on international market requirements and planning accordingly.

From **JAN-2004**
 To **NOV-2005**
 (2 Yrs.)

LECTURER (Comp. Sci & Applns.)

MGM's College of Computer Science & Technology.

PARBHANI- 431 401, Maharashtra State, India.
www.mgmparbhani.org

Key Responsibilities & Achievements :

- ☞ Subject In-charge for Conducting Theory & Practical lectures of following Subjects :
 - **Programming in Advance C,** (TY BCS)
 - **Theory of Operating Systems** (SY BCS)
 - **Digital Electronics** (FY BCA)
 - **MS-Office 2000** (FY BCA & BCS)
 - **Windows Programming Using Visual Basic** (TY BCS)
 - **Oracle 8i** (FY MCS)
- ✓ Conducted regular formative tests to achieve more learning higher grades of students which in turn led to the students and organization satisfaction.

From **NOV-2005**
 To **APR-2006**
 (½ Yr.)

LECTURER (Comp. Sci. & BioInformatics)

YESHWANT College of IT, Bioinformatics & Biotechnology.

PARBHANI- 431 401, Maharashtra State, India.

Key Responsibilities & Achievements :

- ☞ Subject In-charge for Conducting Theory & Practical lectures of following Subjects :
 - **ALP Microprocessor 8086** (FY M.Sc. Computer Science)
 - **Software Engineering** (SY M.Sc. Computer Science)
 - **Biological Databases Management** (FY M.Sc. Bioinformatics)
 - **Programming in C,** (FY B.Sc. Biotechnology)
- ✓ Conducted formative tests to achieve more learning of students which in turn resulted in their improved performance in final exams.

From **APR-2003**

To **OCT-2005**

(2+ Yrs.)

FACULTY (Computer Training)

APTECH Computer Education,

PARBHANI- 431 401, Maharashtra
State, India.

www.aptech-education.com



Key Responsibilities & Achievements :

☞ Teaching and Training students of following Courses :

- **Programming in C, C++,**
- **Core Java,**
- **Visual Basic 6,**
- **Database Management in MS-Access,**
- **Web development using HTML,**
- **Other APTECH Courses.**

✓ Achieved the Satisfactory Feedback of students and in turn the satisfaction of Institution Authorities.

From **APR-2002**

To **MAR-2003**

(1 Yr.)

FACULTY (Computer Training)

MEGASOFT Computer Education.

PARBHANI - 431 401, Maharashtra State, India.

Key Responsibilities & Achievements :

☞ Teaching and Training students on following courses :

- **MS Vocational Board's Course "COC" (Computer Operating Certificate),**
- **Vocational Board's Course "CCCO" (Certificate Course in Computer Operations),**
- **MS-CIT (Certificate in Information Technology) Course,**
- **Programming Courses of C, C++ Language, etc.**

✓ Achieved the Satisfactory Feedback of students and in turn the satisfaction of Institution Authorities.

OTHER WORK EXPERIENCE :From **MAY-2006**To **OCT-2007**(**1+ Yr**)**EXECUTIVE****EXL Service,**

Cybercity - Magarpattacity,
Pune-411 028, Maharashtra State, India.
www.exlservice.com

**Key Responsibilities & Achievements :**

- ☞ Responsible for investigating SAP workflow exceptions/errors and resolving it.
- ☞ Consistently achieved accuracy and efficiency targets.
- ☞ Successfully Completed SAP Utilities Training for British Gas.
- ☞ Achieved complying to the professional norms of MNC (Multi-National Company.)

In **Yr 2000****EXAMINER - MODERATOR****MS Board of Vocational Examinations,**

Mumbai, India.

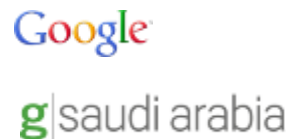
- ☞ Worked as an Examiner-Moderator for evaluating the student Answer sheets of the MS Board's Vocational Examinations.

CONFERENCES , WORKSHOPS , SEMINARS AND TRAININGS :

20 Mar-2011

(1 Day)

GOOGLE DAYS



Four Seasons Hotel, Kingdom Center,
Riyadh - 11321, Saudi Arabia.

☞ Attended the Full Day :

[Day 1: For Software Developers, Students, Professors](#)

20 Feb-2011

(1 Day)

2ND INTERNATIONAL CONFERENCE - ELEARNING & DL

The National Center For e-Learning and DL,
Riyadh, Saudi Arabia.

☞ Attended Full Day Workshop on :

[University 2.0](#)



To 19 Feb-2010

From 10 Feb-2010

(9 Days)

PROFESSIONAL DEVELOPMENT TRAINING

PY Deanship, KSU,

Riyadh, Saudi Arabia.

(Arranged by MKCL Arabia Ltd.)

☞ Attended and contributed in organizing the Training on Topics :

- Managing for Success in Academics, and
- Adobe Photoshop, Flash, Dreamweaver.

2 June-2011

(1 Day)

Workshop on Personality Development

PY Deanship, KSU,

Riyadh, Saudi Arabia.

(Arranged by MKCL Arabia Ltd.)

☞ Attended and contributed in organizing the Workshop.

EDUCATION :Completed in **APR-2005**(**B+**)**M.Sc. COMPUTER SCIENCE****Swami Ramanand Teerth Marathwada University,****NANDED - 431 607, Maharashtra State, India.**www.srtmun.ac.in**🔑 Curriculum Highlights:**

- Computer Networking & E-Commerce (HTML & JavaScript).
- DBMS & UNIX OS-Design & Administration.(SQL, Oracle)
- Compiler Design.
- Software Engineering.
- Windows Programming using Visual Basic.
- Multimedia Systems.
- Operating Systems.
- Discrete Mathematical Structures & Numerical Methods.
- Computer System Architectures and 8086-Microprocessor (8086-ALP)
- Data Structures and its implementation in C++.
- OOP in C++.
- Project Work.

Completed in **APR-2002**(**B+**)**B.Sc. COMPUTER APPLICATIONS****Swami Ramanand Teerth Marathwada University,****NANDED - 431 607, Maharashtra State, India.**www.srtmun.ac.in**🔑 Curriculum Highlights:**

- Programming in C Language.
- DBMS (FoxPro)
- DTP using PageMaker.
- System Analysis and Design(SAD)
- Computer Fundamentals and DOS.
- Project Work (GUI based Software Simulation of Intel 8085 μ P In C)

CERTIFICATIONS :**JAN-2009****ICDL (International Computer Driving License)****ICDL Saudi Arabia, KSU Exam Center,**

Riyadh, Saudi Arabia.

www.ecdl.org**1998****TYPEWRITING (English - 30 wpm)****A Grade****MS Bureau of Examinations,**

PUNE, Maharashtra, India.

To **JAN-2002****Medical Transcription**From **JUL-2001****MGM Medical Transcription Training Services,****(6 Months)**

Aurangabad. Maharashtra, India.

EXTRA CURRICULAR ACTIVITIES :

1. Played Cricked as All-Rounder in the Inter-College Cricket Tournaments in DSM College, Parbhani and Won Runner-Up prize.
2. Achieved **B** Grade in the “**State Level AIM’s Programming contest-2003**” (PG & Engg. Category) Organized by Agrawal Institute of Management, Chalisgaon Dist. Jalgaon, Maharashtra - India.
<http://aimchalisgaon.hpage.com/>
3. Organized and managed Cricket Tournaments as part of MGM College’s Annual Functions in 2005 and worked as a Trustee and Referee in the games. Awarded by an Honorary Certificate from the MGM College of CS & IT, Parbhani.

SOFTWARE PROJECTS :

- 1) Developed the Software “GTR FOMS” which is the **Automation Of Factory & Office Processes** of Godawary Tyre Retraders, Parbhani, M.S. Worked as the Software Developer on contract basis for APTECH Computer Education.

Team Size : 2.

Roles & Responsibilities : Involved in the complete SDLC i.e., Analysis, design, coding and testing of the application, except requirements collection.

Technologies Used : VB6, MS-Access.

- Used Visual Basic 6.0 as Front End/ Presentation Layer.
- Used ADO Data Control for MS-Access database.

- 2) Worked as the Project Lead in development of a Software for **Automation of a L.P.G. Gas Agency**.

Team Size : 2.

Roles & Responsibilities : Involved in guiding the team member in req. collection & coding.
Involved in Analysis, design, testing of the application.

Technologies Used : VB6, MS-Access.

- Used VB Visual Data Manager implementing Databases.
- Used DBGrid Control in Reports.

- 3) Developed Software Project entitled **Intel 8085 Simulation** as part of the U.G. Curriculum. Intel 8085 simulation is a GUI based system developed in ‘C’ which executes Assembly Language programs along with illustration of how microprocessor functions.

Team Size : 3.

Roles & Responsibilities : Working with team members for the analysis, design of the system.
Involved in dividing the system into modules. Involved in the coding of the core module of the system. Written assembly lang. programs in text files which the s/w executes.

Technologies Used : C, C++ functions, DOS.

IT SKILLS SUMMARY :

PROGRAMMING LANGUAGES	C, C++, Visual Basic, Java
DBMS & RDBMS	Oracle PL/SQL, SQL, MS-Access
OPERATING SYSTEMS	Theory of OS, Windows, Linux
GEN. & SPECIALIZED APPLICATIONS	Ms-Office Suit with MS-Outlook etc.
INTERNET & WEB	Web Development through HTML and FrontPage
HARDWARE, TROUBLESHOOTING & NETWORKING	Installation of Operating Systems, Device drivers Installation and use of Troubleshooting Utilities Usage & Maintenance of small Local Area Networks (LANs)

PERSONAL INFORMATION:

Date of Birth	21-06-1981
Nationality	Indian.
Passport No.	P7140888
Gender	Male.
Marital Status	Married.
Interests	Computers & IT, latest mobile phones and gadgets, Swimming, Playing Games, etc.
Languages Fluency	English, Urdu, Hindi, Marathi, Arabic (Beginner Level.)

(References available upon request.)

Abdul Aleem Aejaz

February 23, 2021