syed sher ul shah

Motivated, teamwork-oriented and responsible professional with significant experience.

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0562915263 📱

Hor al anz. Deira, Dubai, United Arab Emirates 📍

EDUCATION

BSCS
Sindh Madressatul Islam University
2014 - 2018

Intermediate
DJ Sindh Govt Science College
2011 - 2013

SKILLS

- Extensive technical knowledge of IT projects along with the ability to explain complex information

- Monitor and document project execution in relation to stated objectives, timelines.

- Proficient with Microsoft Dynamics, SQL, Microsoft Project, and Oracle Enterprise Project Management

- Strategic-relationship and partnership-building skills. listen attentively, solve problems creatively and use tact and diplomacy to achieve win-win outcomes.

- Commitment to customer service, with the ability to build productive relationships, resolve issues and win customer loyalty.

- Experience providing customer support in busy environments for public utility.

- Flexibility and ability to work effectively as part of a team.

- Detail-oriented with excellent organizational abilities.

- Extensive technical knowledge of IT Products and application ability to explain complex information.

TECHNICAL SKILLS

Data Management	Database Design and Management, Data Visualization, Identification of Data pattern and Analysis.	**Computer Science**	Advanced MS office Functions, MySQL, Python, Troubleshooting.
Research	Data Science Research method, Data Mining, Survey creation.		

Asst. Operations Manager
Bait Safi Building Construction LLC.

02/2021 - Present   *Dubai, UAE*
A group of Companies and operating more than 50 different business activities across UAE.

Achievements/Tasks

- Initiating and following up on the registration process of the company UAE.
- Arrange internal and external meetings for the marketing team with existing and potential clients in Dubai and UAE .
- Maintaining documents such as Contracts, Agreements, and Trade License, etc.
- Process and report on office expenses.
- Manage and order office supplies.
- Organize company documents into updated filing systems.
- Manage training sessions and workshops.
- Properly maintaining files and documentation.

Project Coordinator
Sofnatic, Karachi, Pakistan.

2018 - 2019
Software Company

Achievements/Tasks

- Managed multiple small to medium-sized web-based software development projects to successful implementation.
- Conducted project kick-off meetings, defined project objectives and scope, tracked risks, assumptions, and managed detailed project schedules using Microsoft Project.
- Conducted regular meetings, facilitated communications, ensured coordination, and cooperation among team members.
- Guided the team on resource requirements.
- Established customer expectations of project scope, deliverables, procedures for project communications and dissemination of information for team members.

General Secretary Male
Community service Society, SMIU, Karachi

2017 - 2018   *Karachi, Pakistan*
Office bearer

Achievements/Tasks

- Secretary General of Community Services Society, SMIU for 1.5 years
- Initiated student-led events, managing projects for active members excluding volunteers.
- Engaged in public speaking to new intake students
- Managed the day-to-day business of the group, was heavily involved in the everyday logistics and the weekly meetings amongst group members
- Managing the purchasing and expense related to the events.

Internee
Abbot Laboratories, Karachi

08/2017 - 09/2017   *Karachi, Pakistan*
Achievements/Tasks

- Prepare project documentation, status reporting, policies, procedures and reports assigned by management
- Assist with server builds, PC support, and telecom operations
- Promote teamwork within the team and foster cooperation with other groups and departments
- May participate in change control and production control processes
- Managing Database of the company regarding the inventory and the samples of the products used for production.

PERSONAL PROJECTS

Voice Sentiment Analysis (FYP)
- A mobile application which shows the emotions of the voice through the mic recorder.

Mash
- A message sending web based prototypes with android application.

ACHIEVEMENTS

Visited Malaysia under SMIU Leadership Program. (2016)

Member of the organizing committee of SMIU Festival of arts and ideas. (2017)

REFERENCES

will furnished on request.