Muhammad Saleem Raza

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Executive Summary

I am a Dynamic professional with strengths in the areas of communication, presentation, management and hands-on leadership. Proven track record of envisioning, designing, and implementing the curriculum for MS and BS level related to information technology & Computer Science. Administered Faculty and supervised student teams for Projects and Extra Curriculum Activities that resulted in streamlined operations with exceptional communication and mentoring skills.

Personal Profile

A Self-motivated person, eager to accomplish more for personal goals and organisational targets. Throughout my career, I have worked hard in achieving my working grades and by constructing a historic portfolio in my professionalism, deliverables, colleague espousal, and my family support; I have managed to reach my level to-date. I will continue to seek and learn more throughout my career and hope to prove my professional knowledge in the shortest period during my employment, and achieve more for the organisation.

Brief

❑ Qualified IT executive offering around 8 years' comprehensive, professional experience in various areas of IT Services, including Software development as well as Teaching core courses.
❑ Promoting integrity, professionalism and progressive image in all business and social settings.
❑ Proven experience in managing multiple responsibilities concurrently.
❑ Expert level experience in building and managing different teams to achieve goals.
❑ Top-notch Teaching skills—vision-oriented, break vision down to necessary details, prioritize goals

Technical Skill Set

Methodologies for SDLC	OO Analysis & Design, RUP (Rational Unified Process)
Databases	Oracle 9*i*, MS SQL Server 2000, MySQL, MS Access 97/2007
Case Tool	Rational Rose, Visio 2007
Operating Systems	Microsoft Windows (NT, 2000, XP) DOS, Novel Netware
Application Development Tools	Microsoft Visual Basic 6.0, Crystal Report Writer 6.0
Other	MS Word, MS Excel, MS PowerPoint, and MS Project

Scholastics

Program	Year	Div	Institution
MS/MPhil CS	2008	3.48	PUCIT, University of the Punjab, Lahore
M.Sc. Computer Science	1997	1st	University of the Punjab, Lahore
B.Sc. (Math A, Math B, Physics)	1992	1st	Govt. College of Science, Lahore
F.Sc. (Pre Engineering)	1989	1st	MZA Govt. Degree College, Wazirabad
S.Sc. (Science)	1986	1st	Govt. Public High School, Wazirabad

Professional Profile   Education

Subject of Interest:

✓ Computer Graphics
✓ Computer Networks
✓ Theory of Automata
✓ Software Engineering
✓ Data Structures & Algorithm
✓ Computer & Network Security
✓ System Programming using RHEL5
✓ Object Oriented Techniques using C++
✓ Operating System Concepts & Design (with Linux Labs)

Experience Summary

Organization	Years	From	To	Job Summary
IBIT, Punjab University		Oct 2010	To Date	Assistant Professor
PUCIT, Punjab University	2	Sep 2008	Sep 2010	Assistant Professor
PUCIT, Punjab University	2	Fall 2006	Spring 2008	Adjunct Faculty
University of Central Punjab	7	Fall 2000	Fall 2007	Assistant Professor
Newport University College of IT	2	Fall 1998	Summer 2000	Advisor IT (HoD IT)
Beacon House Informatics	8 month	Spring 1998	Summer 1998	Lecturer

Fall 2010- To Date   IBIT- University of the Punjab   Lahore

Assistant Professor

Courses Conducted:
⇨ Management Information System
⇨ Information Resource Management
⇨ System Modeling

Fall 2006- Spring 2010 PUCIT- University of the Punjab   Lahore

Assistant Professor

Courses Conducted:
⇨ System Programming using RHEL5
⇨ Object Oriented Techniques using C++
⇨ Operating System Concepts & Design
⇨ Data Structures & Algorithm
⇨ Software Engineering I
⇨ Computer Graphics
⇨ Theory of Automata

Jan 2000-Dec 2006   PICS- University of Central Punjab   Lahore

Assistant Professor

Courses Designed & Conducted:
⇨ Computer Graphics
⇨ Theory of Automata
⇨ Computer Networks
⇨ Software Engineering I & II
⇨ Data Structures & Algorithm
⇨ Operating System Concepts & Design
⇨ Object Oriented Techniques using C++/Java

Apr 1998-Mar 2000   Newport University   Lahore

Advisor Information Technology

Job Description:
⇨ Organizing & Conducting Orientation Seminars in Cities like Sialkot, Faisalabad, Sargodha and Multan for Marketing Purpose.
⇨ Smooth running of the Faculty of Information Technology.
⇨ Design & Implement the Curriculum for MS and BS of Computer Science.
⇨ Arrange Faculty for the Courses Being Offered.
Course Conducted as well
⇨ Computer Networks
⇨ Computer Graphics
⇨ Data Structure & Algorithm

Jan 1998-Dec 1998   Beacon House Informatics   Lahore

Faculty Member/Network Administrator

Performance Determining Factor:
⇨ Smooth running of Novell base with Windows 95 clients
⇨ Proper availability of Zaknet service to all terminals in the computer lab
⇨ Coordination with Visiting Faculty Members for appropriate conduction of courses
Taught following courses

- ⇨ Computational Mathematics
- ⇨ Project in Visual FoxPro
- ⇨ Computer Networks

Mar 1997-Aug 1997	DCS – University of the Punjab	Lahore

Visiting Faculty Member
Designed & conducted the course of Discrete Mathematics & Numerical Analysis

Professional Profile   Software Development

Mar. 1997-Oct 1997	Chartac Business Services	Lahore

Analyst Programmer
Designated to perform:
- ⇨ Maintain and Upgrade the software for Bank Al Towfeek and Bank Albarka
- ⇨ Up-gradation in the Advances module at Lahore as well as Karachi
- ⇨ Data Communication problems were also resolved

May 1996-May 1997	VirLOG	Lahore

System Analyst
Software designed and implemented for **Orbit Industries** includes:
- ⇨ Accounting Unit
- ⇨ Production Unit
- ⇨ Inventory Unit
- ⇨ Sales n Purchase Unit

ORBIT Industries has 3 constituents:
1. Injection Molding,
2. Mould Making
3. Assembly of Semi Electronics Items.

Software designed and implemented for **Jauhar Foundation High School** includes:
- ⇨ Examination Unit
- ⇨ Faculty Payroll Unit
- ⇨ Students Admission Unit
- ⇨ Accounting Unit covering Student Dues

References

- **Dr. Naveed Akhter Malik**
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  M.A. Jinnah Campus,
  Defense Road,
  Off Raiwind Road,
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- **Dr. Syed Mansoor Sarwar**
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