

# 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

|                                      |                                                         |
|--------------------------------------|---------------------------------------------------------|
| <b>Methodologies for SDLC</b>        | OO Analysis & Design, RUP (Rational Unified Process)    |
| <b>Databases</b>                     | Oracle 9i, MS SQL Server 2000, MySQL, MS Access 97/2007 |
| <b>Case Tool</b>                     | Rational Rose, Visio 2007                               |
| <b>Operating Systems</b>             | Microsoft Windows (NT, 2000, XP) DOS, Novel Netware     |
| <b>Application Development Tools</b> | Microsoft Visual Basic 6.0, Crystal Report Writer 6.0   |
| <b>Other</b>                         | 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 | 1 <sup>st</sup> | University of the Punjab, Lahore        |
| B.Sc. (Math A, Math B, Physics) | 1992 | 1 <sup>st</sup> | Govt. College of Science, Lahore        |
| F.Sc. (Pre Engineering)         | 1989 | 1 <sup>st</sup> | MZA Govt. Degree College, Wazirabad     |
| S.Sc. (Science)                 | 1986 | 1 <sup>st</sup> | 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         |
|----------------------------------|---------|-------------|-------------|---------------------|
| PUCIT, Punjab University         | 1+      | Sep 2008    | To date     | 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 2006- To Date**      **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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