



# MUHAMMAD ALI SHAIKH

Excellent written and oral communication skills; capable of explaining complex software issues in easy-to-understand terms.

✉ malishaikh85@gmial.com 📞 +923313290494

📍 R-76, Lines Area Jacob Line, Near Thanvi Masjid, Karachi

## Education

<b>Graduation</b> Sindh University MBBS Campus Dadu, Dadu CGPA 3.05 BS-IT	Jan 2017 – Mar 2021
<b>Intermediate</b> Ustad Bukhari Degree College Dadu, Dadu Pre-Engineering Grade C	Jan 2014 – Mar 2016
<b>Matriculation</b> Talibul Moula High School, Dadu G. Science Grade A	Apr 2012 – Mar 2014

## Employment

<b>Teaching assistant</b> Sindh Education Foundation (SEF) AALTP, Dadu Management of School System, Student Enrollment, Certificates and Marksheets etc	May 2022 – Present
<b>Computerized Barcode Creator</b> Admin at Riaz Gift Centre, Karachi As a Barcode Creator and management of system	Dec 2021 – Apr 2022
<b>Computerized Domicile Creator</b> DC office, Dadu Computerized Domicile Creator and manage the all record.	Mar 2021 – Nov 2021
<b>Admin</b> Future Bright High School As an Admin Collect Fees & Create Fees Voucher & Management of School System	Oct 2020 – Mar 2021
<b>Computer Operator</b> Yasir Public High School, Dadu Work on School System Software, MS Excel, MS Word, MS Powerpoint, Create Slips, Marksheets & Certificates.	Jan 2016 – Sep 2020
<b>Teacher</b> Intel Computer Centre, Dadu As Teacher at Intel Computer Centre, Dodu Work on MS Excel, MS Word, MS Powerpoint Emailing, Networking, Adobe Photoshop, Video Editing, HTML & Hardware etc.	Jan 2013 – Dec 2015

## Personal details

Date of birth September 27th, 1997
Place of birth Dadu
Gender Male
Nationality Pakistani
Civil status Single
LinkedIn <a href="https://www.linkedin.com/in/shaikh-muhammad-36649b232">linkedin.com/in/shaikh- muhammad-36649b232</a>

## Skills

Adobe Photoshop	<div style="width: 80%;"></div>
CSS	<div style="width: 60%;"></div>
HTML	<div style="width: 100%;"></div>
MS Excel	<div style="width: 100%;"></div>
office	<div style="width: 100%;"></div>
MS Office	<div style="width: 100%;"></div>
MS Powerpoint	<div style="width: 100%;"></div>
MS Word	<div style="width: 100%;"></div>
PHP	<div style="width: 30%;"></div>

## Internships

**Internee** Mar 2022 – May 2022  
Educast Ltd Company Internship by Export Software House, Karachi  
Pakistan  
PHP, HTML, CSS Web Designing. PHP, HTML, CSS Web Designing.

**Internee** Jan 2018 – Apr 2018  
First Tech Solution Software House, Dadu  
HTML, CSS, Web Designing & PHP.

## Certificate

**Teaching Training** Jan 2023  
Under Sindh Education Foundation (SEF) Adolescent and Adult  
Learning and Training Program (AALTP) at Sukkur IBA University Dadu  
Campus.

**Admin** Oct 2020  
As an Admin Collect Fees & Create Fees Vouchers & Management of  
School System etc.  
@Furture Bright Academy High School Dadu

**Computer Operator** Jan 2016  
As A Computer Operator work on School System Software, MS Excel,  
MS Word, MS Powerpoint Emailing, Adobe Photoshop, Video Editing  
etc.  
@Yasir Public High School Dadu

**CIT** Oct 2009  
Six Months Short Course Work on MS Excel, MS Word, MS Powerpoint  
Emailing, Networking, Adobe Photoshop, Video Editing, HTML &  
Hardware etc.  
@Intel Computer Centre, Dadu

## References

Prof. Dr. Azhar Ali Shah  
University of Sindh MBBS Campus, Dadu  
(+92)3333441429, azhar.shah@usindh.edu.pk

HOD Pro. Sir Muhammad Hanif  
University of Sindh MBBS Campus, Dadu  
+923337017487

### System Software

### Video Editing

### willing to learn

### Networking

### Web Designing

## Languages

### English

### Urdu

### Sindhi

## Hobbies

- Reading News Paper, Books
- Keep Learning
- Attend Seminar
- Interested in IT World

## Qualities

- I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.