SYED NOMAN SHAH

PROFILE

Father's Name	Syed Anwer shah
Date of Birth	28/Mar/1992
CNIC No.	42401-6677360-7
Marital Status	Single
Domcile / PRC	Sindh, Karachi
Nationality	Pakistani
Region	Islam

CONTACT:

Address:
Flat No. B-16, Wali Square, Block-M, North Nazimabad, Karachi, Pakistan, 74600 (Central).

Mobile:
+92-335-0232450

Email:
2304530@gmail.com

Website:
www.misresources.com

SKILLS & KNOWLEDGE

- MS - Office — 95%
- Corel Video Editing — 90%
- English / Urdu Typing — 85%
- Adobe In Design — 80%
- Wordpress... — 80%
- Troubleshooting Hard... — 80%
- Adobe Photoshop — 80%
- Responsive Web -... — 80%
- Explaindio Sketch — 80%
- SEO / SEM / SMO — 70%
- Web-Development... — 70%
- LMS (Designed) — 65%

LANGUAGE KNOWN

- English & Urdu

OBJECTIVE

Would you like to work hard with a good organization to promote my skill of working and achieve my goal after gaining reverent objectives in the different nature of job. My professional approach and experience will be an asset to the continued growth of progressive organization offering solid advancement potential.

EXPERIENCE

Organization: Sindh Judicial Academy Under High Court of Sindh
Designation: Assistant D&SJ/SFM, SJA
Duration: From 24th Aug 2017 to till Date
Location: Judges Bungalow, Bath Island, Clifton, Karachi, Pak.
Role & Responsibilities: Developing & Designing an SJA Website & Editing/Formatting, Cover Page illustration of academic documents i.e., (Annual Reports, Legislative Toolkits, Brochures, ID Cards also Designed Training Programs and Power Point Presentation. Arranging personal files, Preparing Pre & Post Assessment / Evaluation Results & Trainers Evaluation Report in Graphical Representation, and all about I.T & Admin related works etc.

Organization: Good Start Smart Learning Journey (School)
Designation: I.T Coordinator / I.T In-charge
Duration: From 01st Aug 2015 to 15th Aug 2017
Location: Gulshan Iqbal, Block-4, Karachi, Pakistan
Role & Responsibilities: Data Entry on School Software Developed & Designed School Website. Arranging personal files, Editing & Updating, Formatting, Designing, and preparing a School Fees ledger, Account Statement etc.

Organization: Daily Islam (Print Media)
Designation: Office Assistant (Circulation, Dept.)
Duration: From April 2013 to August 2015
Location: North Nazimabad, Mujahid Colony, Nazimabad KHI,
Role & Responsibilities: Prepared a Production Report, Recovery Report, Publishing Report, Purchasing Order & Relevant Work at Circulation Department.
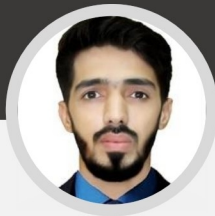
EDUCATION

1. **BACHELOR - BSC. COMPUTER SCIENCE [Completion - 2018] (**2nd Division**)**
   Govt. Islamia Science College, (Board of University of Karachi)

2. **H.S.C - INTERMEDIATE COMPUTER SCIENCE [Completion - 2012] (**3rd Division**)**
   Govt. Shipowner College, (Board of Intermediate Education Karachi)

3. **S.S.C - MATRIC SCIENCE [Completion - 2009] (**1st Division**)**
   Rakhshinda Public Sec. School, (Board of Secondary Education Karachi)

DIPLOMA / CERTIFICATES /WORKSHOP

1) **3 Years Advance Diploma of Software Engineering (ADSE)**
   [From **February 2014** to **April 2017**] at **"**Aptech Computer Education**"**
   North Nazimabad, Karachi, Pakistan.

2) **1 Year** Diploma on Computer Information Technology
   [From **June 2010** to **June 2011**] at Save Link Computer Institute

3) **2-Day Workshop** in Financial Management at **SJA** [**27 Oct** to **29 Oct 2019**]

4) **WordPress** Certificate Course Under Digi Skills Training Program www.lms.digiskills.pk
   [From **June 2021** to **September 2021**] from Virtual University & MOITT.

5) **SEO / SMO / ASO** "**Search Engine Optimization**" Certificate Course Under Digi Skills Training Program www.lms.digiskills.pk
   [From **October 2021** to **December 2021**] from Virtual University. & MOITT

CERTIFICATE OF APPRECIATION / ACHIEVEMENT

1) Certificate of the Appreciation *"has executed his responsibilities with full dedication and commitment"* During Planning and execution of (*4th Provincial Judicial Conference 2019*) Organized by **Sindh Judicial Academy** awarded on 28th April 2019.

2) Certificate of the Appreciation *"diligently and successfully assisted on administrative matters during all 22 batches"* of the training titled (*Human Rights Safeguards in the Administration of Justice in Sindh*) Organized by **Sindh Judicial Academy** in collaboration with **Huqooq-e-Pakistan Project under EU Promotion Human Rights in Pakistan Programme** awarded on ended of Batch-22 at 18th December 2021.

HONOR PUBLISHING & DYNAMIC PROJECT etc.

1) **Publishing Dynamic Project:**
   - Developed & Designed **Web Application** (Training Management System (**TMS**) for the use of Trainers and Trainees Record Managing. (*Codes Included: HTML, CSS, JavaScript and PHP*)
   - Developed & Designed Sindh Judicial Academy Website (www.sja.gos.pk) (*Designed Platforms: WordPress CMS, HTML, CSS, PHP*)

2) Designed and Formatting Sindh Judicial Academy "**Annual Report 2020**" (*Designed Platforms: Adobe InDesign, Adobe Photoshop and Others Related Tools*

3) Designed & Formatting: **Tool Kit** for *Human Rights Safeguards in the Administration of Justice in Sindh*

4) Designed Handbook for Child Courts (SJA & Group Development Pakistan)

5) Designed Toolkit Juvenile Justice System in Pakistan (UNODC & SJA)

6) Designed Training Manual for Police Prosecutor's Cooperation for the Prosecutors and Investigation Officers (UNODC & SJA)

7) Designed Training Manual for The Effective Investigation & Prosecution of Money Laundering & Terrorist Financing (RSIL & SJA)

8) Designing & Formatting of All Academic Training Manuals of Sindh Judicial Academy

PORTFOLIO & SELF PROJECT PUBLISHING

1) **Websites Developed and Designed**
   - *www.sja.gos.pk*
   - *www.ccls.com.pk*
   - *www.safafashion.pk*
   - *www.governmentjobz.pk*
   - *www.shed.pk*
   - *www.ask4sulah.pk*
   - *www.goodstartedu.com*
   - *www.jamiatulkhairia.org*
   - *www.aljamiatulkhairia.org*
   - *www.misresources.com*

   ➢ Academic Website *"WordPress Avada Theme Used"*
   ➢ Shipping Tracking Website *"WordPress"*
   ➢ WooCommerce Garments Website *"WordPress"*
   ➢ Jobs Advertisement Website *"WordPress Elementor Plugins"*
   ➢ NGO Website *"WordPress Astra Theme Used"*
   ➢ Mediation & Conciliators Website Law Purposes *"WordPress"*
   ➢ School Website *"WordPress Avada Theme Used"*
   ➢ One Page Islamic Website *"WordPress"*
   ➢ One Page Islamic Website *"WordPress"*
   ➢ Business Website use for Business Information *"WordPress"*

2) **Developed Web Application (PHP)**

   - *Photocopy Record Management System*
   - *Chicken Stock Record Management System*
   - *Phone directory Management System*
   - *Cash Book & Invoice Management System*
   - *Training Management System (TMS) for the use of Trainers and Trainees Record Managing*