KASHIF ALI

Microsoft Certified Trainer & System Administrator
Web & Database Application Developer

Experience: 12 Years+	**Contact#:** +971 56 96 44330	**Email:** ikashifali87@gmail.com
Nationality: Pakistani	**D.o.B:** 6th March 1987	**Passport#:** UK1790995

Objective: I am a hard-working and sincere person, ready to take responsibilities and keen to contribute to the growth of organization. I have 12 years+ of work experience in Microsoft Technologies, Web and Database Application Development (using HTML, CSS, JavaScript, PHP & MySQL

EDUCATION:

DEGREE	INSTITUTION	LOCATION	YEAR
BCS (Hons)	City University of Science & Information Technology	Peshawar, Pakistan	2005-2009
HSSC	Pakistan Degree College of Commerce & Information Sciences	Nowshera, Pakistan	2004
SSC	Rahbar Public High School & College	Pabbi, Nowshera	2002

MICROSOFT INTERNATIONAL CERTIFICATIONS:

Online Transcript: **https://mcp.microsoft.com/Anonymous/Transcript/Validate**   Transcript **ID: 1150631 - Access Code: abcd1234**

MOS, MCP, MCT, MCSA-2012/2016, MCSE-Exchange Server 2016	Microsoft Certified Trainer - Reg Number: G369-8298
Microsoft Certified Solutions Associate - Server 2012/2016	Exam AZ-104: Microsoft Azure Cloud Administration
Exam 70-410 - Installing and Configuring Windows Server 2012.	Exam 70-743: Upgrade Your Skills to Windows Server 2016
Exam 70-411 - Administering Windows Server 2012.	Exam 77-418 – MOS: Microsoft Office Word 2013
Exam 70-412 - Configuring Advanced Windows Server 2012	Exam 77-420 - MOS: Microsoft Office Excel 2013

CERTIFICATES / TRAININGS:

TRAIN THE TRAINER, QUALITY ASSURANCE AND DOCUMENTATION CERTIFICATION - 2018

Received City & Guilds (U.K) training from the educational experts of SG Academy Malaysia in Dubai.

ORACLE DBA TRAINING (ORACLE 12C):

Successfully completed OCA training from Core Links Institute Peshawar. SQL Fundamentals (1Z0-071)
And 1Z0-062 includes topics related to Managing Oracle Instances and Recovery management.

ICDL - INTERNATIONAL COMPUTER DRIVING LICENSE

Academy for Educational Development-Higher Education Project (AED-HEP) Afghanistan approved me as an ICDL Authorize Tester and Certified in October 2010.

COMPUTER AND MANAGEMENT COURSES - CERTIFICATE (06 MONTHS)

Successfully completed different courses from Institute of Information Technology, Pabbi. Basic Management, Basic Accounting, Visual Basic 6, C#.Net, Active Server Pages, PHP/MySQL.   Duration: 06-08-2007 till 06-02-2008

COMPUTER COURSES - CERTIFICATE FROM FRONTIER COMPUTER ACADEMY, PABBI

Successfully completed the courses. Office Automation, HTML/DHTML, Adobe Photoshop, Video Mixing and Editing, C/C++, Java, Hardware, Internet, Dreamweaver, In page.   Duration: 30-06-2006 till 30-06-2007

PROFESSIONAL EXPERIENCE:

OFFICE ADMIN – GOOD LUCK HUMAN RESOURCES CONSULTANCY ABU DHABI: (SEPT 2022 TILL DATE)

My job description is to coordinate office activities and operations to secure efficiency and compliance to company policies, supervising administrative staff and dividing responsibilities to ensure performance, keep stock of office supplies and place orders when necessary, book keeping, documents controlling and follow ups with other companies for on going projects.

IT LECTURER – FORWARD DEGREE COLLEGE NOWSHERA PAKISTAN: (JULY 2021 TILL AUGUST 2022)

My job description was to teach Computer Science Subjects to F.Sc (1st year & 2nd Year) and DIT (KPK Technical Board Curriculum). Also, I was controlling Account section.

IT LECTURER – ORBIT GROUP OF COLLEGES NOWSHERA PAKISTAN: (NOVEMBER 2021 TILL AUGUST 2022)

Joined Orbit College Nowshera as a visiting lecturer in Computer Science department. My job description is to teach Computer Science Subjects to F.Sc (1st year, 2nd Year).

ICT MASTER TRAINER: (11TH OCTOBER 2017 TILL AUGUST 2021)

RANA Vocational Training Center Kabul promoted me as a Master Trainer after being perfect in my working for 4 years as an ICT Instructor. Additional task given to be the head of application development team to lead & manage the assigned projects.

Job Description:

- Design and develop curriculum content, training materials, manages all aspects of curriculum development programs and building the capacity of the project staff in different areas relevant to the project implementation.
- Develop and formalize a robust quality assurance review process of all existing and new training programs.
- To manage all aspects of curriculum development projects; requirements and prioritization, develop testing, documentation, implementation, and support.
- Responsible to teach relational database management systems like Oracle, MySQL, and SQL.
- Responsible to teach subjects of Microsoft Technologies MTA, MCP, MCSA, MOS, MCSE and Microsoft Cloud.
- Responsible for developing new database applications or update and fix bugs in the current systems.

ICT INSTRUCTOR: (JANUARY 2013 TILL 10TH OCTOBER 2017) – EXPERIENCE (4YEARS & 9MONTHS)

RANA Vocational Training Center Kabul is a branch of **RTE** in Educational Field. A registered vocational training center with Ministry of Education, iVETA, SG Education Malaysia, Microsoft, and Pearson VUE. I worked with RVTC as an ICT Instructor. I trained many students in the field of IT, and also, I developed many database systems for RTE using PHP/MySQL, HTML, Java script, JQuery and CSS.

MALOMAAT-411 is a new business of RTE, the first ever information call center in Afghanistan. I developed the database system for MALOMAAT-411t. The database has more than 100 thousand registered classifieds. These classifieds are verified by the number of experts. Multiple users can access the system at the same time. A quick search facility is added to the system where a call agent can quickly search the data.

RTE-HR-MIS is developed for RTE to control the overall HR operations, included Personal Information, Employment information, attendance, leaves, experience, education, earnings / deductions, payroll and the most important part is that for each user a separate directory is created to store the documents related to his/her employment. The purpose of the system is to control the human errors.

RVTC-Student-MIS is developed to record the information of students. The system is capable to record personal information, education, experience, daily attendance, classes, instructors, exam, fee and certificate. Reporting module is added to view the overall progress and information of the MIS.

STOCK CONTROL SYSTEM is developed for Procurement department. With the help of the system procurement department is controlling the inventory of RTE.

Network Operation Center Ticketing System is developed for ISP Department. Any request/query of the customer is to record in the system. The query is then forward to the concern department for update of ticket.

ITHOSPITAL SYSTEM is developed for ITH Department, when a customer bring any Hardware device for repairing, ITH Department record the details in that system and a ticket is generated for that product. When any update about the ticket is added to the system, an automatic email from the system is sent to the customer.

OPERATION MEETING SYSTEM is developed for the purpose to record HoD's weekly meeting activities. The activities to be review weekly and to check the progress and updates of running activities between departments.

CVBANK DATABASE is developed for the purpose to record the CV's of the people who apply for the job in our organization and whenever we need CV for any position first, we check in our CVBANK.

PROJECT MANAGEMENT SYSTEM is developed to see the running projects, team members involve, the activities performed and overall progress of a project. This system can help in timely completion of a project.

EMPLOYEE APPRAISAL SYSTEM is a system through which HR department doing annual appraisal of the employees. First an employee rate himself in the appraisal form and then forward to the HoD. After HoD rate the employee is then forward to HR for final review. After HR review the form is forwarded to Senior Management for future decision.

Worked in Training Projects of RVTC:

1. I worked as an IT Instructor for Database Technologies (Oracle 10g) in the **IT Training Project** of **Ministry of Communication and Information Technology (MCIT),** Kabul Funded by **USAID.** (January 2013 – June 2013).

2. I worked as a Trainer in **Female Youth Employment Initiative (FYEI) Project** from **Ministry of Education Balkh,** Funded by **World Bank.** The project was for 400 females from Mazar-E-Shareef to find employment opportunity through social media and job portals in the field of IT. http://blogs.worldbank.org/voices/promising-path-work-young-women-afghanistan

3. I worked as an Instructor in the Project of **JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)** - Capacity Development for Employees of **Ministry of Agriculture, Irrigation and Livestock** and **Research Department of Badam Bagh**.

   Date: 1 January, 2016 till 20 March, 2016. **Email:** hr@ranateach.com

I.T LECTURER: (APRIL 2010 TILL JANUARY 2013) – EXPERIENCE (2YEARS & 9MONTHS)

Afghan Institute of Business Management (AIBM), Kart-e 4, Kabul. I have trained hundreds of students in different fields of IT (Basic Computing, Networks, Databases, Advance Web Development, Software Development, and Visual Programming). I have developed a **Computerized System for AIBM** to Record Students Information. The system includes the following features, Students Registration, Exam Results, Fee, Attendance, Personal Information, Sending and Receiving Messages, Chat Room, User Blocking, Video Learning's, FAQ's and Skills Tests.

President: Ahmad Faisal Wajidy   **Email:** aibmkabul@gmail.com

Worked in different Projects of AIBM

1. **ICT Trainer:** (May 15th, 2012 till September 30th, 2012): For the Female Staff of "Ministry of Agriculture, Irrigation and Livestock (MAIL)", Kabul, Afghanistan.   **HR Manager:** Dr. Amin Naseri   **Contact No:** +93 777 317 554

2. **IT Trainer Assistant:** (June 23rd, 2012 till June 28th, 2012): MCITP Training for the IT staff of Election Commission of Afghanistan from 34 Provinces.   **Capacity Building Coordinator**: Ezatullah Armaan   **Email:** ezatullah.arman2@gmail.com

3. **Computer Trainer:** (March 27th, 2011 till January 31st 2012): Basic Computing, Web Developing, Database and Networks Training for the staff of "Ministry of Agriculture, Irrigation and Livestock (MAIL)" and "Horticulture and Livestock Program (HLP)", Kabul.
   HLP Capacity Building Coordinator: Dr. Abdul Samad Nazari   **Contact Number:** +93 700 208 819

COORDINATOR & SCIENCE TEACHER: (APRIL 2, 2006 TILL APRIL 14, 2010) – EXPERIENCE 4YEARS

Rahbar Public High School & College Pabbi, Pakistan established in 1994 and providing high quality education up to college level. My duties in RPHSC were to teach Mathematics and Computer subjects. As an IT Background I was managing LAN, database system and also, I was the academic coordinator.   **Director -** Saeed Anwar Durrani   **Contact Number:** +92 300 598466

KEY SKILLS

Database: MS Access, SQL Server, MySQL and Oracle 12c/18c.	**Web Development & CMS:** HTML, CSS, Java Script, PHP, WordPress, Elementor, SEO, Android App Development	**Programming Languages:** C/C++, Java, VB6.0, VB.Net, C#.Net	**Networking:** MCSA-Windows Server 2012/2016, MCSE - Exchange Server 2016

Typing Speed: My Typing Speed is approximately 50 Words per Minute, with an accuracy of 90%.

REFERENCES

Mr. Ahmad Shafi Ghafoor
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