Mohammed Amjad

Campus CoordinatorMasters in Information Technology.

Contact:

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**Total Work Experience**

**11. 9** Years in Teaching, Team Handling, Coordinator, IT Technician

**Skills**

* Exceptional verbal, written and presentation skills.
* Project management and supervision skills.
* Decision making ability and leadership skills, Time management and organization skills.
* Excellent Data management skills
* Excellent knowledge of PC assembling, Troubleshooting.
* Excellent Hardware & Software Knowledge.
* Device Installation, Networking, Printer Installation.
* Excellent teaching skills.
* Having experience of teaching International Students
* Experience in eLearning Management System
* Experience of Moodle, Blackboard
* Excellent knowledge of VB, HTML, mySql
* Good Knowledge of Office Administration.
* Excellent knowledge of Computer.
* Experience of handling a team of more than 100 members.

**Work Experience**

**Shaheen Academy, Nanded, India**

Worked as Campus Coordinator from April 2019 till date

Roles & Responsibilities

* Prepare & implement the Policies in the campus.
* Monitors students’ Progress, daily attendance progress.
* Solve the quires raised by the students and staff.
* Monitor the classes. Monitor the Daily attendance.
* Schedule the cover class for the trainers.
* Schedule internal exams of the students.
* Maintain the computer in the campus.
* Maintain the LAN in the campus
* Maintain the printers in the campus
* Install the required softwares
* Prepare Result for the exams.
* Analysis the result and share with students and teacher.
* Prepare weekly reports and submit to the management.

**OnePlus IT Solutions, Nanded, India**

worked as IT Administrator from October 2017 till March 2019

Roles & Responsibilities

* Installation of Software
* Installation of Hardware, Device Installations, Troubleshooting.
* Handling servers.
* Networking Caballing.
* Installation of Microsoft Outlook, MS-Suit, Acrobat Reader.
* Handling all the Software and Hardware Related work.

**MKCL Arabia Ltd. Riyadh, Saudi Arabia.**

**Project 1** assigned by MKCL as Coordinator from September 2010 to August 2017  
In King Saud University, Riyadh

Roles & Responsibilities

* Managing facilitators in all aspects in the academic and administrative related tasks and requirements of the program.
* Conducting developmental observations for corporate trainers.
* Ensuring that academic policies and standards are progressive and maintained by providing academic support.
* Keeping a track of teachers’ attendance to staff meetings and punctuality records.
* Managing LMS like Moodle & ERA (assigning users, uploading activities, creating reports, conducting online exam)
* Maintain the computer in the campus.
* Maintain the printers in the campus
* Install the required software’s

**Project 2** assigned by MKCL as Academic Supervisor from September 2010 to August 2013 at Preparatory Year, King Saud University, Riyadh

Roles & Responsibilities

* Supervising the operations/assessment/teaching/training in my department.
* Organizing the students’ extra-curricular activities related to the IT skills.
* Conduct regular meeting with the team members and follow up for the task assigned besides regular teaching classes.
* Monitor the syllabus and provide updated teaching material to the teachers.

**Project 3** assigned by MKCL as Corporate Trainer from September 2008 to August 2010 at Preparatory Year, King Saud University, Riyadh

Roles & Responsibilities.

* Conduct IT classes.
* Conduct online assignments through LMS (Moodle & ERA).
* Evaluate student’s assignments online.
* Conduct online examinations.

**Pratibha Niketan College, Nanded, Maharashtra India.**

Worked as computer Faculty from June 2006 to February 2008

Roles & Responsibilities

* Conducted Information Technology lectures for the college students.
* Guide college students for their projects.

**Education**

* Master of Science in Information Technology

Year: 2012.

**Certification**

* **ICDL (International Computer Driving License)**

Year: 2008.

* **Big-Data & Hadoop Administration**

Year: 2018.

Questions from the Employer

1. Current CTC: **420000.00**
2. Expected CTC: **900000 to 1000000**
3. Current Location: **Nanded, Maharashtra, India**
4. Total Experience: **10+ Years**
5. Notice Period: **Can join Immediately**
6. Have you Experience IT/ Computers – Software: **Yes**
7. Available for Face to Face Interview (Yes/No): **No, I’m not in Pune but can interview on Skype**