

SAADIAH SHAIKH

Email: shaikhsaadiah@gmail.com

Cell no: 7021365934



Master of Science in Information Technology (MSc-IT)

Profile Summary:

Key Skills:

Leadership

Team Player

Problem Solving

Communication

Co-Ordination

Programming &

Technical

Critical Thinking

Time Management

Decision-Making

Conflict Management

Deadline & Detail

Oriented

Resource

Management

- An organized professional with proven teaching and guidance. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills to an organization that offers a genuine opportunity for career progression.

- I am very grateful to be considered for the position and willing to give my best in academics and extracurricular activities especially in subjects like IT & Maths which are my forte.

- I will continue to participate in all the activities as during my academic years, I used to be participating for college events, sports which helped me to acquire a rich hands-on experience.

- I describe myself as a creative person who is always self-motivated in presenting excellent leadership skills, which helps me to utilize the best of my knowledge, experience and expertise for achieving my goals and obligations of the organization to which I belong with complete dedication and integrity.

- Looking forward to working with you and contribute my skills for the growth of your esteemed organization.

- I welcome the opportunity and would like to discuss this further.

Work Experience:

Computer Professor (Y & M Anjuman Khairul Islam's) (Teaching Diploma students 2021-present)

- Diploma in Physiotherapist
- Diploma in Dialysis Technology
- Diploma in Medical Lab Technician

Academic Details:

MSc-IT (67.5%)
University of Mumbai
2017 to 2019

IATA - International Air Transport
Association IITC Organization at
Marine Lines - Mumbai
January 2018 to June 2018

BSc-IT (76%)
University of Mumbai - Mumbai
2014 to 2017

HSC (59.08%) in Computer Science
Maharashtra State Board
2014

SSC (75.82%)
Maharashtra State Board
2012

Extracurricular Activities:

Participated in many Inter-college
events, Organized by - (Rizvi
College of Arts, Science &
Commerce) and (Akbar Peerbhoy
College of Commerce &
Economics)

Worked as event organizer/
coordinator for Intercollege events
at Anjuman - I - Islam Saif Tyabji
Girls High School and Junior
College of Science.

Attended Computer Exhibition In
Rehmat Bai Habib High School.

Personal Details:

Nationality: Indian

Languages Known: English, Hindi,
Urdu, Arabic (Basic).

(Teaching IT and Mathematics for the annual years 2019 – Present)

- Teaching students about programming languages, software, windows OS and desktop applications.
- Co-ordinated with all teachers to ensure that all avenues of the curriculum are met.
- Preparing weekly and yearly plans.
- Conducted a lot of brainstorming and interactive sessions with the students.
- Conducted weekly tests and providing daily assignments.
- Conducted online lectures on Zoom and Google Meet sessions.
- Conducted online exams using Google Forms and made them automated using add-ons.
- Guided the students for Inter-college events.
- Promoted students about E-learning.
- Taught student about the everyday benefits they can get from Information Technology.
- Planned lessons according to syllabus and students understanding.
- Performed regular hardware and software updates on classroom IT devices.
- Monitored student progress through administering assignments, quizzes, and tests.
- Student's grades got improved with a 100% passing result in IT.

COMPUTER PROFESSOR (Habib College of Commerce & Economics) (Taught IT and Mathematics for the annual years 2018-2019)

- Appointed on an urgent basis for conducting exams and completing the syllabus.
- Focused on student's understanding about the concept learning using every aspect of course.
- Prepared weekly plans for the course of study.
- Supported every student by solving all their doubts and problem.
- Enhanced the knowledge of students about the current technologies using digital visualization.
- Helped students to explore more information about IT which gives them a deeper knowledge about the course.
- Taught them about E-learning.
- Helped them to be self-sufficient and independent to use information technology for everyday life.
- Helped students to meet the daily demands of professional & personal life using computers.
- Plan lessons according to curriculum standards.
- Perform regular hardware and software updates on classroom IT devices.
- Monitor student progress through administering assignments, quizzes, and tests.
- Keep track of student grades.

ACHIEVEMENTS (AWARDS & CERTIFICATIONS):

Interest:

Interacting with children.
Teaching & reading.

Indulging myself in extracurricular activities.

Repairing/fixing problems of electronic/hardware devices.

I.T KNOWLEDGE:

Microsoft Office - Word, Excel (Spreadsheet), PowerPoint, Access.

Microsoft Visual Studio.
Eclipse.

NetBeans (IDE).

Databases (Beginner) - MySQL, Microsoft Access Database.

Programming Languages (Beginner) - Java, C#, C++, Matlab, Python, .Net. Web Technologies (Beginner) - HTML, CSS.

COURSES:

Pursuing CABA-MDTP.

Java 360° Certified Programming Course (MARCH 2017)

Microsoft Training Program on Network Security (MARCH 2017)

Diploma in International Airlines and Travel Management (JUNE 2018)

Diploma in Computerized Reservation System - AMADEUS (JUNE 2018)

Diploma in Foundation in Travel and Tourism with AMADEUS (JUNE 2018)

(M.Sc-IT) - Jashn-e-Rizvi

Won 1st prize in Just A Minute (J.A.M)
Participated in Query Master - Coding Event
Participated in One Time Code - Coding Event
Participated in Quiz IT
Participated in Turn Coat
Participated in Prince & Princess Contest
Participated in Snap Selfie
Participated in Treasure Hunt

(B.Sc-IT) - Akbar Peerbhoy College of Commerce & Economics

Won 5th prize in PowerPoint Presentation Competition (SY)
Won 1st prize in Sirat-un-Nabi Poster Making Competition (SY)
Achieved Excellent Performance in Campus Placement Of The Year 2016-17 (TY)
Most Hardworking Student Of The Year 2016-17 (TY)
Participated in Microsoft Training Program on Network Security (SY)
Most Regular & Punctual Student Of The Year 2015-16 (SY)
Participated in Quiz Competition (SY)
Organized BLITZ College Festival- 2015 (SY)
Organized Fresher's Party - 2015 (SY)
90% Academic Attendance (FY)
Miss. Fresher Of The year 2014-15 (FY)
Organized Farewell/Send-Off Party - 2015 (FY)
Organized BLITZ Festival- 2014 (FY)
Participated in Separation Anxiety Gaming Competition (FY)

(S.S.C) - Rehmat Bai Habib High School

Won 1st prize in Tug-Of-War Competition (X)
Won 3rd prize in Qirat Competition (X)
Won 1st prize in Hindi Elocution Competition (X)
Consolation prize in Qirat Competition (IX)
Won 2nd prize in Qirat Competition (VIII)
Won 1st prize in Hindi Elocution Competition (VIII)
Won 3rd prize in Lemon and Spoon Race Competition (III)
Won 1st prize in Drawing Competition (II)
Won 1st prize in Matchstick Craft Competition (II)
Won 3rd prize in Vegetable Painting Competition (II)
Participated in Sports Activities (II)
Participated in Milind Deora Information Technology Competition (X)