

Syed Muhammad Amir Bukhari

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Dear Sir / Madam

Seeking full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Experienced LMS Administrator with more than six years' experience working on Blackboard Learn. As an **LMS administrator Blackboard Learn** I am responsible for all the technical tasks/issues related to the LMS for the day-to-day proper functioning of Blackboard and its procedures. Collaborate with different departments regarding policies, processes and procedures related to course development, assessments, course redesign and enhancements.

Accomplished educator / lecturer with 20 years of successful teaching experience. Well versed in creating and delivering engaging curriculum both online and in-class with innovative instructional techniques. I have a very good background of **teaching master's and bachelor's classes** at the **university** level for six years.

Led collaboration with subject matter experts to develop instructional content that is concise, engaging for the audience. As an **eLearning content developer**, I edited and created 25 Study Skills **SCORM** packages (using **Adobe Captivate**) for blackboard learn, and developed **Online content for MIT012** (Introduction to Computers), which included **24 videos (recorded & edited)** with **10 complete modules** and quizzes as **SCORM** packages. Also created online content for Calculus 1, which included **28 videos (recorded & edited)** with 17 complete modules and quizzes as **SCORM** packages for the **Blackboard Learn**.

Conducted trainings on developing comprehensive **online & hybrid courses**, creating pools, surveys and tests, creating collaborate-ultra sessions, assessment creation, grade center and other tools, and facilitated workshop trainings to support faculty and staff on quality assessments, evaluation mechanisms, multimedia and other digital resources in new and existing online and hybrid (flipped class rooms) courses. Implemented the basic Quality Matters standards on all courses and ensuring its implementation in all learning modules.

I did my **master's in Computer Science** from the **University of Karachi** Pakistan, and also completed my **MBA (MIS)** from PAF-KIET (Pakistan Air force- Karachi Institute of Economics and Technology).

I will be very happy to have an opportunity to work with your institution.

Looking forward to hearing from you.

Sincerely,

Amir Bukhari