



CONTACT



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EDUCATION

MBA, MIS, 2010,
PAF-KIET Karachi, Pakistan.

Master in Computer Science,
Software Engineering, 1998,
University of Karachi, Pakistan

SKILLS

- LMS Administration (Blackboard)
- eContent development
- Teaching
- Adobe Captivate
- Articulate Storyline
- Camtasia Studio
- VBA
- MS Office / MS Project
- Java

LANGUAGES

English : Proficient

Urdu : Native

Arabic : Basic

Syed Muhammad Amir Bukhari

LMS Administrator / Lecturer

PROFESSIONAL SUMMARY

Seeking full-time position that offers professional challenges utilizing interpersonal, excellent time management and problem-solving skills.

Detail-oriented team player with strong oral communication, organizational and interpersonal 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.

Accomplished educator / lecturer with 20 years of successful teaching experience and deep understanding of **adult learning principles and curriculum development**. Well versed in creating and delivering engaging curriculum both online and in-class with innovative instructional techniques.

Led collaboration with subject matter experts to develop instructional content that is concise, engaging for the audience. Create instructional documents with a professional look and feel.

WORK HISTORY / EXPERIENCE

Aug - 2018 - Present

Jubail Industrial College: Royal Commission, Saudi Arabia

Lecturer, LMS Administrator & eLearning Content developer

As an **LMS administrator** I have the responsibility to handle day to day technical tasks/issues related to the LMS. Collaborate with different departments regarding policies, processes and procedures related to course development, assessments, course redesign and enhancements. Design, develop and facilitates workshop trainings.

As a **Lecturer** I am responsible to teach and assess students, prepare lesson plans, design tests and supervise assessments. Maintain computerized student records. Maintain collaborative working relationships with colleagues. Evaluate and improve teaching materials. prepare and supervise special programs. Participate in department meetings, activities and committees.

As an **eContent developer** I develop online learning interactions, online courses, and online assessments. Design, create, and oversee the creation of assets to support learning experiences. Led collaboration with subject matter experts to write instructional content that is concise, engaging for the audience. Create instructional documents with a professional look and feel.

[In-House Achievements for Jubail Industrial College](#)

WORKING KNOWLEDGE

- GIMP
- WYSIWYG Web builder
- SOLIDWORKS
- WordPress

SUBJECTS TAUGHT

- Introduction to Programming I
- Introduction to Programming II
- Visual Programming (VB/VC)
- Assembly Language
- Computer Graphics
- MIT170: Computer Applications
- MIT163: Programming Concepts
- MIT012: Introduction to Computer
- MIT162: End-user Applications
- MIT172: Relational Database Concepts and Design
- BSCA2504: Computer Application
- CITS1207: Advanced Computer Applications
- CITS1208: Computer Hardware & Operating System

TRAININGS

- Blackboard: Instructor's View
- Blackboard: Student's View
- Blackboard: Admin's View

SPECIAL COURSES

- MS Project
- MS Access
- Advanced Excel
- Advanced Word
- Power point
- Introduction to programming
- Introduction to Web development using Web Builder

Date of Birth: 2nd June 1974

Nationality: Pakistani

Marital Status: Married

Willing to relocate: Anywhere

April 2014 - Aug - 2018

Jubail Technical Institute: Royal Commission, Saudi Arabia

Instructor, LMS Administrator & eLearning Content developer

Internal transfer from Jubail Technical Institute to Jubail Industrial College with same responsibilities.

Aug 2005 – April 2014

Jubail Technical Institute: Royal Commission, Saudi Arabia

Instructor

I worked as an instructor, and apart from teaching regular courses, I had the responsibilities of conducting short/special courses, which included MS Project, MS Access, Advanced Excel, Advanced Word and Power point. I also taught short courses of introduction to programming and web development. I developed some in-house applications also. Worked as **MOODLE administrator** and conducted trainings on building courses and exams.

In-House Achievements for Jubail Technical Institute

Sep 2000 – Aug 2005

Lecturer

During this period, I worked for different Colleges and Universities, which include;

- Bahria University Karachi, Pakistan
- Institute of Management & Computer Science (IMCS) Karachi, Pakistan
- College of Business Management (CBM: now IoBM) Karachi, Pakistan

Amir Bukhari