

Syed Muhammad Amir Bukhari

Lecturer



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)
- Moodle Administration
- eContent development
- Teaching
- Adobe Captivate
- Articulate Storyline
- Camtasia Studio
- VBA
- MS Office / MS Project
- Java, HTML, CSS, PHP, JS
- SQL Server

LANGUAGES

English : Proficient

Urdu : Native

Arabic : Basic

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

Jan 2022 – Present: Lecturer

Jubail Industrial College: Royal Commission, Saudi Arabia

Aug - 2018 – Jan 2022

Lecturer, LMS Administrator & eLearning Content developer

Jubail Industrial College: Royal Commission, Saudi Arabia

April 2014 - Aug - 2018

Instructor, LMS Administrator & eLearning Content developer

Jubail Technical Institute: Royal Commission, Saudi Arabia

Aug 2005 – April 2014: Instructor

Jubail Technical Institute: Royal Commission, Saudi Arabia

Sep 2000 – Aug 2005: Lecturer

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

WORKING KNOWLEDGE

- GIMP
- WYSIWYG Web builder
- SOLIDWORKS
- WordPress

SUBJECTS TAUGHT

- Programming I & II
- Web Engineering and Development
- 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
- Web development using Web Builder

Date of Birth: 2nd June 1974

Nationality: Pakistani

Marital Status: Married

Willing to relocate: Anywhere

Job Descriptions

Lecturer / Instructor

As a **Lecturer / Instructor** 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.

LMS Administrator

As an **LMS administrator** I had 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 facilitate workshop trainings.

eContent developer

As an **eContent developer** I developed 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](#)

[In-House Achievements for Jubail Technical Institute](#)

Amir Bukhari