

SYED KHUZAMA ALI

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Education:

Bachelor of Computer Science, Sir Syed University of Engineering and Technology, Karachi, 2025

Work Experience:

❖ Valiant Corporation, Karachi

• IT Assistant:

- Designed & implemented an autonomous tender tracking system from the ground up which kept tenders for more than 20 different companies sorted.
- As multiple PCs & devices were used in tandem in the workspace, so it was necessary to provide end-user technical support.
- During my tenure provided and assisted in managing and maintaining network systems for the workspace as well as projects that the company got during my tenure.
- Assisted in ensuring IT security by monitoring devices for possible vulnerabilities, responding to incidents, and putting security procedures in place.
- Having kept documentation on IT procedures and structures.

• Procurement Assistant:

- Assisted with sourcing by discovering vendors, acquiring quotes, and evaluating products for various technical items/work.
- Helped procure items/goods that were not available in Pakistan.

❖ State Bank of Pakistan, Karachi

• Intern developer:

- Virtual Summer Internship at State Bank of Pakistan 2022 (Presented the idea of digitalization of currency).
- Assisted in modernization of online website.

❖ KUN, Karachi

• Labor Manager:

- Have recruitment experience, which includes outreach, hiring, and shortlisting new employees as it was required for multiple warehousing that company contracted to other companies.
- To enable the warehouses to run smoothly supervising employee engagement & monitoring employee productivity was a definite skill.
- Have successfully trained workers of 15+ warehouses and developed and execute multiple employee training programs to enhance their abilities and expertise while ensure that labor rules and regulations are followed as well as oversee employee benefits.

• Finance Assistant:

- Controlled and decreased labor costs by 8.5% of the scheduling workers by tracking overtime and incorporating cost-cutting measures.
- Have managed payroll of unto 200+people, which includes verifying records, determining salaries and benefits and deductions, and ensuring tax compliance.

Prime Security Service, Karachi

• Computer Operator:

- Have experienced managing maintaining and controlling various computer systems of the workspace as well as performed multiple computer system troubleshooting and have also provided technical assistance for users.
- Skilled in enter data entry using various software applications as to digitalize their record system of more than 500 guards.
- Have maintained computer documentation and various other device's documentation.
- Assisted with system upgrades, such as installing new software and hardware and configuring systems to satisfy user requirements of multiple different devices.

PIXXY Assistance, Online

• Senior Virtual Assistant:

- Assisted more than 80 executives, entrepreneurs, and other clients with administrative tasks limited to not only email management, meeting scheduling, travel arrangements, but phone conversations and understanding client need.

- Have supervised and managed client projects sometimes multiple projects.
- Skilled in performing research and analysis for clients.
- Communicated on behalf of the employer with clients, partners, and other stakeholders.
- Managed customer records and data.
- Provided of technical assistance to clients
- Have recruited and supervise a virtual assistant team.

Possibilities Unlimited, Karachi,

- **Finance Manager**

- Create and maintain financial models to aid in the strategic planning process for the company from the ground up to examine financial data for trends and areas for improvement.
- Developed and managed an annual budgeting process.
- Maintained and managed the cash flow of the company to ensure adequate liquidity.
- Created and implemented tax-saving strategies to reduce the company's tax liability while ensuring that local and federal tax laws are followed.

- **Outreach Manager:**

- Created and carried out a planned outreach strategy that identified target audiences within various industries or areas.
- Managed to bring collaboration & sponsorships by monitoring industry trends and current events.

Freelancing Experience:

- Worked with associates to troubleshoot problems and put solutions in place.
- Attended group meeting to review project status and goals.
- Performed code inspections and software testing for quality assurance.
- Aided senior developers in the design and development of software applications in Python, C++, and C#.
- Worked with teammates to create and execute enhancements.
- Tested and debugged to assure quality and functioning.

Qualities:

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| ○ Exceptional writing and editing skills. | ○ Proficient in Microsoft Office and Google Suite | ○ Experience with content management systems, including WordPress and HubSpot. | ○ Strong attention to detail and ability to work independently. |
| ○ Worked on Visual Studio (C#, C++, Python, Java, HTML, CSS, JS) | ○ Designing & editing experience with Photoshop & Illustrator. | ○ Familiarity with software development methodologies and tools | ○ Strong analytical and problem-solving skills |
| ○ Good communication and teamwork skills | ○ Ability to work in a fast-paced environment and meet deadlines. | ○ Excellent Networking and relationship building skills. | ○ Data analysis skills and the ability to create data-driven judgements. |