AKSHAY KUMAR

VERSATILE PROFESSIONAL WITH EXPERTISE IN IT, MARKETING, RESEARCH, AND EDUCATION

✉ **+92-336 3292802 & +92-332 7809390**

📞 **akshaykumar210894@gmail.com**

🌐 **H# 5-11/131 (12) b4 Patel Bagh Quetta**

About Me

Motivated and versatile professional with expertise in IT administration, social media marketing, research, and database administration. Adaptable and quick to learn, I possess knowledge of IT support software, certification in Google Project Management, and expertise in using current tools such as Chat GPT and Google Bard. With strong communication and analytical skills, I thrive in dynamic environments. Eager to contribute my interdisciplinary background and innovative mindset to drive impactful results.

Experience

DATABASE ADMINISTRATOR

Colleges Higher & Technical Education
Jan 2023- Till Date

- Administering and managing the CHTE portal, ensuring its smooth functioning and availability.
- Handling employee records, utilizing various tools like Excel and online databases for efficient record-keeping.
- Managing the data of students who hold reserved seats, ensuring accurate information and proper documentation.
- Overseeing the complete website of the department, ensuring its maintenance, updates, and seamless functionality.

COMPUTER LECTURER

Govt Boys Degree College Mastung
Dec 2021- Dec 2022

- Delivering lectures and conducting computer science classes, ensuring effective knowledge transfer to students.
- Designing and developing curriculum, course materials, and assessments aligned with educational standards.
- Managing computer networks and maintaining the functionality of the college's computer labs.
- Providing technical support to students and faculty, troubleshooting computer-related issues, and ensuring smooth operation of computer systems.

Education

- **Master of Science in Computer Science (MS)**
  University of Baluchistan, Quetta 2019 - 2023

- **Bachelor of Science in Computer Science (BS)**
  Usman Institute of Technology (Hamdard University) Karachi 2012 - 2016

- **Higher Secondary School Certificate (HSSC) in ICS (Intermediate in Computer Science)**
  Postgraduate Science College, Quetta 2010 - 2012

- **Secondary School Certificate (SSC) in Science**
  Grand Folks High School, Quetta 2009 - 2010

Experience (Cont)

RESEARCH ASSOCIATE (CAPACITY NEED ASSESMENT (CNA)

CERBM & GPP (Project Funded by World Bank) Aug 2021 to Dec 2021

- Conducting assessments of eight government departments in Baluchistan to evaluate their current conditions and identify areas for improvement.
- Gathering relevant data through various research methods and designing research tools to collect necessary information.
- Analyzing collected data using statistical techniques, interpreting findings, and compiling comprehensive reports for the departments and the World Bank, highlighting recommendations for policy and programmatic changes.

SOCIAL MEDIA ANALYST

AUM Technologies Pvt Ltd

Mar 2020- July 2021

- Developing and implementing effective social media marketing strategies to drive brand awareness, engagement, and conversions.
- Managing and optimizing e-commerce stores built on WordPress, ensuring smooth functionality, user experience, and driving online sales.
- Overseeing the company's IT equipment, ensuring proper functioning, maintenance, and troubleshooting of hardware and software systems.

IT TRAINER/LAB COORDINATOR

Fauji Foundation Education System

Feb 2018- Feb 2021

- Delivering computer science instruction to students, ensuring effective learning outcomes and knowledge transfer.
- Managing the computer labs, overseeing equipment maintenance, and ensuring a conducive learning environment.
- Providing technical support and troubleshooting assistance to students and faculty, ensuring smooth operation of computer systems.

IT ADMINISTRATOR

Millennium Mall Quetta

Sept 2016- Jan 2018

- Managed and maintained the company's IT network and server, ensuring smooth operations and minimal downtime.
- Conducted thorough investigations and diagnoses of network problems, implementing effective solutions to resolve issues promptly

Projects & Achievements

- Designed and implemented a database management system that streamlined data processing and improved efficiency in managing employee records across multiple departments.
- Successfully led the end-to-end development of an online college portal for CHTE, managing the admission process for 140 colleges across Balochistan, while also fulfilling the additional responsibility of project manager.
- Led the successful development and launch of multiple e-commerce stores using WordPress, resulting in improved user experience and increased conversion rates.
- Delivered impactful business development training for startups and SMEs, enhancing stakeholder and customer relationships. Leveraged customer feedback analysis to drive improvements and employed financial data analysis for cost optimization and increased profitability.
- Managed LAN network operations, including troubleshooting and providing remote support to the team and management. Utilized remote desktop software like TeamViewer, AnyDesk, and guided them on best practices for optimal network performance and security.

Certifications & Trainings

- Google Project Management Certification
- Social Media Marketer & Ecommerce
- IT Support & Troubleshooting
- Network Fundamentals and Troubleshooting
- MS Office Automation
- Wordpress Website Development
- Startup Essentials: Building a Strong Foundation

Technical & Soft Skills

- Project Management
- IT Support
- Documentation
- Database Management
- Time Management
- Team Management
- Leadership
- Adaptability
- Drafting

References

- To be Furnished Upon Request