

Muhammad Asad Malik

Al Jamawat District, Al Madinah Al Munawwarah, Saudi Arabia., Saudi Arabia.

+966 50 020 3659

+92 333 4477409

fromasad@hotmail.com

PERSONAL INFORMATION

Availability: Immediately and ready to relocate in any city of KSA or outside KSA

Visa Status: Residency Visa (Transferable)

Residence: Saudi Arabia

Marital Status: Married

No. of Dependents: 3

Age: 40

Nationality: Pakistani

Language: English, Urdu, Arabic (beginner)

SUMMARY

Dynamic Operations Manager with over 8 years of professional experience in Saudi Arabia and 8 years of experience in Pakistan as Deputy Manager (IT) and Operations Manager. Moreover, my technical experience includes software and web development, managing IT staff, network administration, maintaining servers, proficiency in programming languages such as PHP, ASP, HTML, and MS SQL Server.

OBJECTIVE

I am looking for the opportunity to work in a competitive environment, where I can utilize and enhance my skills for the organization's development in a best possible way.

MANAGERIAL SKILLS

- General Management, Business Development Management, Operation Management,
- Administration, Coordination, Research and Development (R&D)
- Managerial, Leadership and Supervisory Skills

TECHNICAL SKILLS

- Web development (PHP, MySQL, HTML5, CSS, JavaScript)
- Software Development (VB .Net, SQL)
- System Administration, MS Server, MS SQL Server, Web Server, E-commerce Server
- Search Engine Optimization (SEO), SEM, Pay-Per-Click (PPC)
- QuickBooks Accounting for Small and Medium Office

WORK EXPERIENCE

**Operations Manager,
Office of Editor-in-Chief
Journal of Taibah University Medical Sciences (JTUMed)
College of Medicine, Taibah University, Madinah, Saudi Arabia**

January 2012 – August 2020

As a manager, office of the Editor in Chief, Journal of Taibah University Medical Sciences.

- I am responsible for maintaining the office of the journal and day to day task.
- Replying the email on authors, reviewers and instructions to publishing body (Elsevier).
- Manage the postage delivery of hard copies of the Journal to all universities in KSA, also editorial board, advisory board, authors, reviewers and others.
- Creating bimonthly progress and publishing issue report for editorial team meetings, generating peer reviewing, submitted articles and rejected articles reports.
- Letter writing to authors, reviewers for article submission (Call for papers)
- Creating instruction for honorarium of reviewers and editorial team and sent to accounts department of the university and follow up till payment.

Additional duties:

I also assist the Dean (College of Medicine) for the academic staff promotion evaluation which includes researching and communicating with the appropriate reviewers, checking plagiarism, reporting evaluation results etc.

Achievement and Innovations:

- I developed a unique online system and website for the peer review promotions process of the academic staff of Taibah University. This involves invitations, editorial management process, and decisions by the national and Int'l referees through an integrated and dynamic system. This system has significantly promoted the review and decision-making processes of the academic promotions by the scientific council of Taibah University.
- I developed the websites for Journal of Taibah University Medical Sciences, featuring the article submission, publishing articles, journal's information regarding EIC, editorial board, advisory board, reviewers, and published issues.
- I also developed the websites for surgery and radiology department including mission and vision, staff meta-data, online lectures slides and course objectives, study guides and online notifications for the staff and students.

Web Manager / Remote Team Leader

SDSOL Technologies

(Freelance)

SDSOL Technologies is a Miami tech studio, having head office in Miami, USA and offshore setup in Pakistan.

My responsibilities are remotely managing WordPress websites development, taking mock-ups from designer and finishing it in professional WordPress websites with my team. Few recent finished projects are listed as under.

Website Projects	
Sitypetz.Com Sdsol.Com Inviteandmeet.Com Buffalomember.Com Smartdrive.Net Gamebinapp.Com Mouruapp.Com Astrogodapp.Co Dimensioncapital.Com Surete.Co Miamitechpro.Com Criblis.Com Mytutorlab.Com Carprixapp.Com Huslux.Com Padl.Co	WordPress (PHP, HTML5, JavaScript, Mysql)
Luratosato.com	Magento (PHP, HTML5, JavaScript, Mysql)

Deputy Manager, Software Engineer

Information Technology Department (IT Dep.)

Punjab Government Servant Housing Foundation (PGSHF), Lahore, Pakistan

November 2007 to January 2012

PGSHF is a Government sector autonomous body having more than 200 employees in Lahore, Pakistan.

My administrative role was to carry out the duties of deputy director of IT department, reporting to organization's management, IT department budget forecast, Job assignment, project planning and timelines.

My technical duties as a software engineer were to manage the organization's website, subscribers, SQL Databases and Visual Basic (VB) software application development.

Website Project: pgshf.gop.pk (ASP, HTML, MS SQL 2008)

Operations Manager, Web Developer
at SDSOL Technologies, Lahore, Pakistan

January 2004 to October 2007

SDSOL is a US based information technology (IT) company, having offshore office of 35 highly skilled employees in Lahore, Pakistan.

I joined the company as a web developer and achieved the title of Operations Manager.

Website Projects	
villagaiacookingandwine.com tuscanycustomized.com casainnocenti.com villacastelletti.com tuscanycookingcourses.com sdsol.com lalocandadelprete.com bodyzen.com cigarhumidors-online.com satw.org lisbethkristensen.com thevikingproject.com lightmetrics.com southmiamirotary.org swensensrestaurant.com csttechnology.com survey-hunter.com triathlontrilogy.com fcbconline.org bikefit.com southfloridatriathletes.com 1st-chess-sets.com	(PHP, HTML, Mysql) & SEO

EDUCATION

Master's degree, Computer Sciences

The Institute of Management Sciences, Lahore, Pakistan

Master of Computer Sciences (MCS)

Bachelor's degree, Commerce

University of the Punjab, Lahore, Pakistan

Bachelor of Commerce (B. Com)

REFERENCES

Available on request.