

ESA BIN SHAKEEL

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ACADEMIC BACKGROUND

Year	Degree/Program/Certificate	University /College/School
2022-In Progress	Computer science with cyber security BSc (Hons) (Year 2 of 3)	University of Salford, Manchester, UK
2020- 2022	BTEC IT Cyber Extended Diploma Level 3 (Year 2 of 2)	Future Skills, Salford City College, Manchester, UK
2019	IGCSE – O Level, Year 11	The Westminster School, Dubai, UAE

WORK EXPERIENCE

Dec 2019 – Mar 2020

IT and Book-Keeping Assistant

SALAM AND CO. SOLICITORS LTD, UK

Key roles and responsibilities

- Maintaining client records, working papers, book-keeping information in the digital form
- Maintaining the new accounting software for client data
- Resolving IT related issues in the organization, including network trouble shooting and software maintenance
- Managing, monitoring, and reviewing client records for appropriateness meeting record-keeping criteria.
- Creating & maintaining company databases to ensure quick retrieval of information.
- Developing record distribution and storage policies.
- Auditing the information that is created and stored within the company.
- Analysing your company's information needs and developing procedures to ensure these requirements are met.
- Referring to policy & legislative requirements to determine the length of time company records are kept.
- Potentially overseeing the transition from paper to electronic management systems.
- Providing the necessary support to ensure the accountability, transparency and regulatory requirements of the company are met.

Nov 2020– Jan 2021 (30 hours)

IT Assistant

HEAVEN TRADING MCR LIMITED, UK

Key roles and responsibilities

- Creating customer listing on Amazon
- Creating customer links with the products on Amazon platform
- Trouble shooting of computers in office
- Troubleshooting network and internet issues

Mar 2019– Mar 2019 (15 days)

IT and Software Assistant

HEAVEN COMPUTERS TRADING CO. LLC, UAE

Key roles and responsibilities

- Installation and troubleshooting of software on computers for clients.
- Resolving IT related issues in the organization, including network trouble shooting and software maintenance
- Review diagnostics and assess the functionality and efficiency of systems.
- Implement security measures.
- Monitor security certificates and company compliance of requirements.

Mar 2019– Mar 2019 (15 days)
Bookkeeper

BBATCGLOBAL Middle East, UAE

Key roles and responsibilities

- Installing and troubleshooting of software on computers for clients.
- Resolving IT related issues in the organization, including network trouble shooting and software maintenance
- Reviewing diagnostics and assessing the functionality and efficiency of systems.
- Monitoring security certificates and company compliance of requirements
- Offering technical support to company staff and troubleshooting computer problems.
- Installing and update company software and hardware as needed
- Anticipating and reporting the cost of replacing or updating computer items
- Offer technical support to company staff and troubleshoot computer problems.
- Install and update company software and hardware as needed.
- Anticipate and report the cost of replacing or updating computer items

PROJECTS

Parcel Buddy Website

- Implemented OOP and MVC principles for streamlined code organization and scalability.
- Integrated PHP, MySQL, and Bootstrap for a cohesive, responsive, and visually appealing online system.
- Engineered advanced features like secure login, dynamic search, and CRUD functionality, optimizing usability for managing parcel records and user tasks.

Expense Tracker

- Developed an expense tracker web application using React for efficient financial management.
- Implemented features for adding, displaying, and calculating expenses.
- Utilized React state management (useState and useEffect hooks) for dynamic updates.
- Designed a responsive layout with CSS Flexbox and Grid for optimal viewing across devices.
- Integrated custom CSS for styling, including animations and transitions.
- Employed localStorage for seamless data persistence across sessions.
- Implemented error handling for input validation to ensure data integrity.
- Added functionality for users to delete individual expenses, enhancing control and flexibility.

Voting System

- Developed an interactive voting system using React, showcasing core principles like componentization and state management.
- Enabled users to vote for candidates with images, names, and vote counts, utilizing React's useState hook.
- Ensured compatibility across devices with responsive web design principles.
- Provided real-time updates on vote counts and immediate winner announcements.
- Integrated custom CSS for visually appealing UI enhancements.
- Demonstrated practical application of React for user engagement and real-time updates.

Music Player

- Created a music player web app in React for playing user-uploaded audio files.
- Implemented features like playlist management, play/pause controls, and track navigation.
- Designed a user-friendly interface with visual feedback and volume control.

- Utilized HTML5 audio element and React state management for seamless playback synchronization.
- Enhanced the player's appearance with custom CSS for a cohesive and visually appealing experience.

EPhone: Mobile E-Commerce Platform

- Created a mobile e-commerce platform specializing in electronic gadgets, particularly smartphones.
- Developed a user-friendly interface with HTML, CSS, and JavaScript to enhance the shopping experience on mobile devices.
- Integrated a dynamic product catalog featuring the latest smartphones with detailed specifications, images, and pricing.
- Ensured optimal performance across various mobile devices and screen sizes with responsive web design principles.

To-Do List Web App

- Created a dynamic to-do list web app with HTML, CSS, and JavaScript.
- Implemented features for adding, completing, and deleting tasks for user-friendly functionality.
- Designed with responsive web design for compatibility across devices and screen sizes.
- Enhanced user interactivity with real-time updates and downloadable task lists.

Skills

Programming Languages: PHP, Java, JavaScript, SQL, Basic HTML/CSS

Libraries & Frameworks: React, React Native

Basic level user competency

- Kali Linux
- MS Excel, MS Word, MS PowerPoint
- QuickBooks Accounting Software
- Zoho Books Accounting Software
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Core Competencies

- Software Installation
- Trouble Shooting
- Implementing Security Measures

Hobbies and Extra Curricular Activities

- Swimming
- Cricket
- Social Media Surfing

Personal Information

DOB: 03 October 2002

Language: English

References: to be provided on request