

# SYED M. MUNEEB SHAH

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**Portfolio:** [My Portfolio](#)

**BSIT** student with hands-on experience in **web development** (HTML/CSS), **customer service**, and leadership in **surveillance** and team **supervision**. Strong problem-solving and communication skills developed through high-pressure roles. Seeking IT internships to apply technical expertise, a customer-focused mindset, and **managerial strengths**

## EDUCATIONAL HISTORY

**Bachelor of Science in Information Technology (BSIT)**  
*2023 - Present*

**Intermediate in Computer Science (ICS)**  
*2020 - 2022 | Cleared with A grade*

**Matric in Computer Science**  
*2018 - 2020 | Cleared with A grade*

# WORK HISTORY

## **Surveillance Officer**

Lee Dem Pty Ltd

*2025 - Present*

Monitor malls and retail stores in Australia via surveillance systems, track staff and sales activities, and prepare accurate Excel reports for authorities, ensuring operational security in an international environment.

## **Surveillance Officer**

Orange Line Train

*2023 - 2024*

Oversaw safety and operations across multiple train stations through CCTV, coordinated directly with PMA officials, and managed staff attendance, strengthening real-time problem-solving in a government mega project.

## **Supervisor**

Orange Line Train

*2022 - 2023*

Led and supervised station staff, enforced discipline, maintained cleanliness and records, and ensured smooth operations in one of Pakistan's largest government infrastructure projects.

## **Salesmen**

Farhan Pharmacy & Shalamar Pharmacy

*2020 - 2022*

Assisted customers in purchasing medicines, managed daily sales, and built strong customer trust while gaining knowledge of inventory, marketing, and customer relationship management.

## **Compounder**

Habib Homeopathic Clinic

*2018 - 2020*

Handled cash transactions, maintained patient records, and assisted in preparing medicines, enhancing customer service skills and knowledge of homeopathic treatments.

# SKILLS

## **Technical Skills**

- Full-Stack Development (Learning: HTML, CSS, JavaScript, SQL, Python)
- Programming Fundamentals (Object-Oriented Programming, Data Structures)
- Web Development (Responsive Design, GitHub Pages Hosting)

## **Tools & Software**

- Microsoft Office Suite (Word, Excel, PowerPoint – Advanced)
- Surveillance Systems & Monitoring Tools
- Report Writing & Documentation (Excel Sheets, Attendance Systems)

## **Professional Skills**

- Leadership & Team Supervision
- Customer Service & Relationship Management
- Sales & Marketing Strategies
- Problem-Solving & Decision-Making under Pressure
- Strong Written & Verbal Communication
- Adaptability & Quick Learning

# PROJECTS

## **1- Portfolio Website** – [muneebshah-portfolio.vercel.app](https://muneebshah-portfolio.vercel.app)

Designed and developed a personal portfolio showcasing education, skills, work experience, and projects using modern web technologies.

## **2- Facts & Spices Website** – [factspices.vercel.app](https://factspices.vercel.app)

Built a responsive product-focused website highlighting different spices, packaging, and details with a clean and professional layout.

## **3- Scar Services Website** – [scarservices.vercel.app](https://scarservices.vercel.app)

Created a service-based website for a paint service company, presenting services, pricing, and contact details with optimized user experience.

# CERTIFICATIONS

## **Python Complete Course for Python Beginners - Udemy**

**Instructor:** Horizon Tech

**Certificate No:** UC-772301d4-8031-4413-8d5a-dc8f8b6200b9

**Certificate URL:** <https://ude.my/UC-772301d4-8031-4413-8d5a-dc8f8b6200b9>

Learned Python fundamentals, problem-solving, and programming logic for real-world applications.

## **Advanced MS Word, Excel & PowerPoint Course for Job Success - Udemy**

**Instructors:** Marcus Menti, Zechariah Tech

**Certificate No.:** UC-f6466c35-f2ac-4242-a7d7-1a9a4e2e30e9

**Certificate URL:** <https://ude.my/UC-f6466c35-f2ac-4242-a7d7-1a9a4e2e30e9>

Enhanced productivity and documentation skills with advanced features of MS Office tools.

## **Web Design Course with HTML, CSS, and WordPress - Udemy**

**Instructor:** Manuel Tudu

**Certificate No:** UC-034c6501-9e7e-4e16-95f4-c41d0d4b4e63

**Certificate URL:** <https://ude.my/UC-034c6501-9e7e-4e16-95f4-c41d0d4b4e63>

Gained hands-on experience in front-end web design and development, responsive layouts, and WordPress customization.

## **Advanced Microsoft Word for Job Success - Udemy**

**Instructors:** Marcus Menti, Zechariah Tech

**Certificate No:** UC-6c668c4c-016b-46a0-9ec9-a332f9100ac9

**Certificate URL:** <https://ude.my/UC-6c668c4c-016b-46a0-9ec9-a332f9100ac9>

Gained expertise in advanced Microsoft Word features including professional formatting, templates, mail merge, and document automation for efficient reporting