



MUHAMMAD TAIF

Software Engineer, Application Specialist, Software
Implementation, Data Analyst, IT Support

About Me

A seasoned professional with a strong background in healthcare technology, adept at steering intricate projects to success. Seeking a stimulating role where I can apply my adept project management, system implementation, and team leadership skills to foster organizational growth and streamline operations. Particularly interested in leveraging expertise to integrate educational software, optimize cafeteria management, and implement SharePoint and Dynamics 365 solutions.



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Sango Landi Bala ,Peshawar

Language

- **English:** Full Working Proficiency
- **Urdu:** Native or Bilingual Proficiency
- **Pashto:** Native or Bilingual Proficiency

Expertise

Software Management / Application Specialist:

- Microsoft Dynamic 365
- SharePoint
- Implementation
- Form creation
- Power BI
- Data Maintenance
- HMIS (Hospital Information Management System)
- End user support

Work Experience

CMS Administrator

Rehman Medical Institute

Jun 2023 to Present

In my role I have led the implementation of a Hospital Management Information System, having closely worked with the vendor to develop a customized solution to integrate with the MS D365. In the process, I have managed the training of 200 employees and ensured that the system is implemented without any distortion in the current processes with a view that patient care is not compromised. I am required to help the medical and healthcare educational faculty in carrying out data analysis for which I have developed various reports and regularly carry out various analytics to support such projects.

Key Responsibilities:

- Successfully led the implementation of a **Hospital Management Information System (HMIS)**, ensuring seamless integration with **MS D365** and providing front and back-end technical support for 200 end-users.
- Managed cross-functional teams and collaborated closely with vendors to develop customized solutions for **HMIS, SharePoint, COC, and FNSD** domains.
- Conducted comprehensive training sessions for end-users, enhancing their proficiency in utilizing system functionalities effectively.
- Orchestrated **project implementation** details for HMIS, FNSD, and SharePoint, resulting in improved operational efficiency and user satisfaction.
- Spearheaded the creation of **SharePoint** sites, workflows, online Microsoft forms, and **Power BI dashboards**, facilitating data-driven decision-making processes.
- Provided technical support for **COC**, managing student admission processes, academic records, financial records, class schedules, and reporting.
- Setting up and **configuring a Moodle site**, managing users and roles, creating and **managing courses**, implementing **Moodle plugins** and themes, creating Moodle courses, and **troubleshooting Moodle issues**.
- Utilized **Power BI** for data analysis, enabling informed decision-making and process optimization.
- Implemented and managed **OJS** modules for research paper publication, streamlining academic processes.
- Oversaw all domains related to the Food Nutrition Service Department (FNSD), ensuring smooth operations of the cafeteria and tuck shop facilities.
- Provided support for **Microsoft Dynamics 365**, including system maintenance and user training.
- Designed and printed students' and employers' cards, ensuring compliance with organizational standards and requirements.
- Interpret written business requirements and technical documents plus Map the process with Flows.
- Reporting from the back-end to the Board of Directors and end users, preceding financial for Management.
- Maintaining accurate logs of all users of all applications with effective Roles/rights management.
- Application Implementation for different departments of RMI and maintaining usage Graphs.
- Application deployment, backup, and rollback support to vendor/end-users in case of enhanced features.

Hoteling System

- Using FNSD Software (Food Nutrition Service Department)

Educational Software Systems

- Moodle
- COC (for students' academic, financial records, and online admission process)

Operating Systems Familiarity:

- Windows
- Linux
- macOS

Management:

- Troubleshooting and Debugging
- Application Support
- Software Testing
- Documentation and Training
- Problem-solving
- Critical Thinking
- Judgment and Decision Making
- Time Management

Achviements

- **Software House (Pak tech) Appreciation Certificate**
- **Award And Achievements Certificate**
 - **Link:** <https://ibb.co/L6p2T4V>
 - **Link:** <https://ibb.co/C7TyRCG>
- **Certificates of Achievements (Campus on Cloud CoC)**
Link: <https://ibb.co/jgh2f0K>
- **Certificates of Achievements (SharePoint Microsoft Dynamic 365)**
Link: <https://ibb.co/tmhtg5h>
- **Certificates of Achievements(FNSD: Food Nutrition service Department)**

- Integrate Processes and systems with the help of vendors where deficiencies persist.
- HMIS representation within the Organization and Corporate connections
- Leading ongoing healthcare processes and developing optimization strategies with Management.
- International Standards and Accreditation-related policies implementations/QA/Audit trails.
- Permit system and take corrective measures round the clock if required alternate work to serve Humanity.
- Detailed Problem analysis, outlining area, proposed a solution within existing systems.
- Providing Training, coaching, and guidance to the team and other Domain Experts as well.
- Managing projects, developing project plans, and monitoring performance

Sr Software Engineer

Rehman Medical Institue

Mar-2022 to Jun-2023

Key Responsibilities:

- Application Implementation for different departments of RMI and maintaining usage Graphs.
- Application deployment, backup, and rollback support to vendor/end-users in case of enhanced features
- Integrate Processes and systems with the help of vendors where deficiencies persist
- Leading ongoing healthcare processes and developing optimization strategies with Management.
- Permit system and take corrective measures round the clock if required alternate work to serve Humanity.
- Detailed Problem analysis, outlining area, proposed a solution within existing systems
- Maintaining accurate logs of all users of all applications with effective Roles/rights management.
- Reporting from the back-end to the Board of Directors and end users, preceding Financial for Management.
- Technical documentation plus Mapping the process with Flows.
- FNSD (Food Nutrition Service Department) I am also working on all cafeteria and tuck shop domains.
- COC (College on Cloud):-In addition to that, Apart from this, I also provide support from five colleges regarding student admission Process Management, Academic Records Management, Financial Record Management, Class Scheduling, Reporting and Analytics, and merit list.
- Students and Employers cards designing and printing (Using ID Flow-card Designer software).

Software Engineer

Rehman Medical Institue

Oct-2021 to Mar-2022

Key Responsibilities:

- Interpret written business requirements and technical documents.
- Reporting from the back-end to Management and end user.
- Maintaining accurate logs of all users of all applications.
- Educational Management Information System (EMIS) Team Leading.
- EMIS Database Management, Backup & Recovery.
- Application deployment, backup, and rollback.
- Report generation from the back-end for decision-making.

Trainee Software Engineer

Rehman Medical Institue

Feb-2021 to Oct-2021

Key Responsibilities:

- Educational Management Information System (EMIS): Manage Project: Gap Analysis & Implementation.
- EMIS Database Management, backup & Restore, remote access mgmt. with the help of System Admin.
- Application deployment, backup, and rollback support: remote and Onsite Vendor visits.
- Create and maintain technical documentation, workflows, Logs, Privileges, and maintenance plans.
- Reports generation from the back-end for decision-making.

Modules schema and workflow:

- Addmax: Admission Module, Acadmax: Academics Modules, Student Affairs Module, Instructions and Exam Management Module, Finance Module, Hostel Management Module, Transport Management Module, Libmax: Library Module.

- **Data Design Certificate**
Link: <https://ibb.co/FBZwVwn>

junior Developer

PAK TECH

Mar-2019 to Dec-2020

Key Responsibilities:

- Desktop application software
- Maintenance and debugging.
- Team Lead
- Software Management
- Client Support

Education

SARHAD UNIVERSITY OF SCIENCE & INFORMATION TECHNOLOGY, PESHAWAR

Bachelor of Software Engineering

2016- 2020

GOVT COLLEGE PESHAWAR

FSc

2014 - 2016

Skills Summary

Programming Languages:

WordPress

HTML

PHP

CSS

Javascript (Basic)

C++

React (Basic)

Drupal

Database Management:

SQL

MySQL (Basic)

MongoDB (Basic)

Networking:

Port Activation

Network cabling

User management

Users email creation

User grouping

User rights

Creation of VMs

Microsoft Excel and Dashboard Creation:

Advanced Excel Level

Dashboard Diagrams

Computer Skills:

Hardware / Software Configuration and Installation

Word / PowerPoint

Microsoft Office Suite / IOS including Outlook / Teams

Familiarity with communication platforms like Skype, Facebook, Instagram, etc.