

SUMMARY

Over thirteen years of experience in eLearning courseware development (Graphic & Interaction designing), development of training content and assessments, web based training (WBT), managing learning management systems (LMS) and web design and development. Continuously attempt to learn new technologies to make my work more valuable and productive.

- **Specialist knowledge in E-Learning course development (SCORM –compliant); multimedia and graphic design from concept to production**
- **Creating courses using Blackboard and Moodle also I would be comfortable using any other LMS**
- Having good knowledge in developing websites using CMS (Joomla, cmsmadesimple, concrete5)
- **Specialist knowledge in M-Learning content development using Hot Lava mobile, jquery mobile and Flash Lite**
- Specialized technical skills include, but are not limited to, **HTML, PHP, Adobe Dreamweaver & Flash , Lectora, Moodle CMS (Course Management System); Adobe Photoshop, Acrobat Pro, InDesign and MS Office including PowerPoint, Excel, and Word (See *Technical Skills* section for complete listing)**
- Having good practice in implementing SEO for the websites
- Having very good practice in implementing Project and Process standards (Software CMM Level 5)

STRENGTHS

- Team management
- Ability to design user interfaces and complex interactivities
- Skilled in layout design, illustration and image manipulation
- Provide insights and creative ideas to solve problems
- Effective client interaction, Project Documentation
- Coordination between Developers, SME, ID and Testers.

PROFESSIONAL EXPERIENCE

May 2012 to Present **Prince Mohammad Bin Fahd university, KSA / Digital Media Specialist**

- Assisting the faculties with Blackboard related issues in setting up courses through the Learning Management System (LMS)
- Performing research on several technologies to improve teaching and learning and participates in the development of actions that help incorporate technology into diverse curriculum.
- Closely work with the Deans of different colleges and advising them on the latest educational technologies.
- Work with the faculties to produce and implement innovative solutions in the educational technologies.
- Closely work with the LMS Administrator to maximize the efficient utilization of the LMS within the university.
- Working closely with the leadership of the Professional Development Centre to reinforce the value of instructional technologies to raise the university's student-focused surroundings.
- Developing multimedia materials for the courses.
- Conducting and coordinating training efforts for faculty and professional staff specifically as it relates to Blackboard or other electronic media utilized for distance learning (e-learning) courses.
- Providing computer programming to implement the multimedia and online components of courses created by faculty and the Instructional Designer.
- Participating in decisions regarding the selection of instructional technologies, including software applications, for enhancing course materials.

Feb 2011 to Dec 2011 **Dubai Aluminium Company Ltd, Dubai, UAE / E-learning Development Specialist**

- Worked as a e-learning development consultant for DUBAL (Dubai Aluminium)
- Developed SAP e-learning training materials (MM, QM) using STT Trainer
- Assisted other consultants in developing e-learning materials

Portfolio: <http://ganiprojects.weebly.com/>

Mar 2010 to Jan 2011 Freelance Technical Consultant

- Worked as a freelance technical consultant for New Leaf, on an ad-hoc basis
- Advised on Moodle setup in preparation for the online training courses

Sep 2005 to Feb 2010 Edutech Middle East, Doha, Qatar / E-Learning / Courseware Development

- **E-learning**– Produced e-learning courseware for various courses.
- **Instructional design**- Created storyboard templates for the English language content writers.
- **M-Learning** – Initiated and developed m-learning content to supplement the print materials and e-learning
- **Multimedia design and development**– Developed effective interactive multimedia training materials for various English language learning courses for different levels
- **Moodle CMS** – Created courses using Moodle and advised authors/ educators on best practice in the use of the learning management system also I would be comfortable using any other LMS(Blackboard, Sumtotal)
- **HTML design and maintenance** – designed, produced and maintained English competence website.
- **Multimedia Templates** – developed interactive flash activity templates for the multimedia courses and educated other team
- **Technical Support** - Liaised with course authors to identify most appropriate combinations of media and formats for the multimedia materials. Solving technical problems in order to help the teachers and authors to provide educationally sound solutions.
- Coordinated and managed project work of other technical assistants
- Trained other technical assistants to enable multiple skills within the team
- Developed process for integrating Multimedia materials in to Course book
- Developed manifest files and built finished courses into SCORM conformant packages
- Solved technical problems in order to help the authors provide educationally sound solutions
- Carried out research to help all team members make the best use of available tools and technology
- Quality assuring all technical aspects of the team's multimedia work

Feb 2005 to Aug 2005 NIS Sparta / E-Learning / Content Development

- **E-learning**– Produced e-learning courseware for various internal courses.
- **Multimedia design and development** – Developed effective interactive multimedia training materials for Mahindra Finance.
- **Project management** – Managed design and production phases of computer/web-based training course development projects
- Developed XML manifest files and built finished courses into SCORM conformant packages

Sep 2002 to Jan 2005 Crimsonlogic India (P) Ltd. / E-Learning / Content Development

- **E-learning**– Played a key role in developing several eLearning courses for Ministry of Education, Central Narcotic Bureau, Singapore Police Force, Ministry of Manpower, Philippine Judicial Academy, BEA Web logic, Law Society of Singapore, Family Matters for MCDS Singapore.
- **Multimedia design and development** – Developed multimedia presentations and tutorials for various corporate initiatives
- **Project management** – Managed design and production phases of computer/web-based training course development projects
- **Process** – Implemented Software CMM Level 5 for the e-learning project

Jul 2000 to Aug 2002 APT Plexus System (P) Ltd. / Web Design/ Development

- **Web Design & Development** – Designed and maintained various e-commerce products
- **Multimedia design and development** – Developed multimedia presentations and tutorials for various corporate initiatives
- **Technical writing support** – Technical documentation support for tutorials, manuals

Gani Sait

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Linkedin: <http://www.linkedin.com/in/ganisait>

Portfolio: <http://ganiprojects.weebly.com/>

Nov 1998 to Jun 2000 **Arena Multimedia / Corporate trainer**

- **Training** – Worked as corporate trainer and trained people in Macromedia Flash, Dreamweaver, HTML, DHTML and JavaScript.

EDUCATION

- Masters in Computer Applications – Madurai Kamaraj University, Tamilnadu, India
- Bachelors in Computer Science – Bharathidasan University, Tamilnadu, India
- Advanced Diploma in Software Export Technology -ASSET International, Bangalore, India

TECHNICAL SKILLS

E-Learning and Multimedia:

Adobe Flash CS5

Robohelp

Reload Editor

Trivantis Lectora

STT Trainer

Adobe Captivate 5.5

Soundforge

Moodle and Blackboard

Hot Potatoes

Flash Action script

Adobe Presenter

Articulate Storyline and Presenter

Graphic Design:

Adobe Photoshop CS5

Adobe Fireworks

SnagIt (screen capture utilities)

Adobe Freehand

Adobe Illustrator CS5

Web Design and Development:

Adobe Dreamweaver CS5

Various Web-based FTP utilities

Knowledge of ASP,JSP,PHP

iquery mobile

HTML, CSS, XML

JavaScript

CMS (Joomla,cmsmadesimple,concrete5)

Desktop Publishing / Page Layout / Presentation Design / Word Processing

Adobe Acrobat Professional

Adobe InDesign CS5

MS PowerPoint

MS Word and Excel

PERSONAL INFORMATION

Date of birth

Nationality

Marital Status

19th January 1978

Indian

Married