

SUDHEER HAKKIM

MULTIMEDIA- IT SPECIALIST

P O R T F O L I O

HELLO

Info.

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The Sultan's School
PO Box 665, PC 121, Seeb
Sultanate of Oman

I am Sudheer Hakkim and I have 15+ years of experience in the Web Design & Graphics industry. Currently, I am employed as a Webmaster/ Graphics Designer and have the additional role of Yearbook Coordinator at The Sultan's School, Sultanate of Oman. Working in an International School for the past decade has been an invaluable experience, not only in terms of the diverse cultural exposure, but also in my introduction to global perspectives towards work and life.

I am relatively self-taught, and my core strength lies in my capability to adapt to new technologies and develop innovative processes.



MY RESUME

education

Bachelor of Science in Mathematics

Kerala University, India
1995

Post Graduate Diploma in Computer Applications

National Institute of Technology
Kerala- India
1997

Advanced Diploma in Computer Programming

ISCT, Cochin - Kerala- India
1998

Nationality : Indian

skills

Website development
Graphics design
Search Engine Optimisation
IT Administration
Software/Hardware troubleshoots
Social media marketing
Social media management
Photography
Video Creation
Basic Programming
Domain & Hosting management

tools

Adobe Illustrator
Adobe Dreamweaver
Adobe Indesign
Adobe Photoshop
Adobe Lightroom
Adobe Premiere/Effects
Microsoft Office Suite
Wordpress
HTML/CSS/ SQL
Mac/Windows
ASP/PHP

interests

Photography
Travel and Adventure
Badminton
Hiking and Trail running
Fitness and Yoga

WORK

EXPERIENCE

Website & Graphics Designer

The Sultan's School

Nov 2009 - till date

Web Design & Development

Successfully created and managed the school website;

Performed content updates on regular basis; identified and solved technical problems or script issues;

Developed 360 degree virtual tour of school campus and facilities;

Proactively oversaw the features of website, performed regular maintenance tasks including theme updates, plugin updates and security updates;

Performed search engine optimisation and actively looked for the content updates in various sections;

Received Oman Web Awards/PAN Web Awards for the school website under the best education website category in 2011.

Graphics Designing , Multimedia and Social media

Fully responsible for the production of Yearbook which includes coordination with teachers and students, photography and designing;

Introduced and developed school arabic theme pattern, implemented school branding and enforced the branding in every marketing communications.

Designed various types of creative content/illustration for advertisements, brochures, flyers and booklets;

Produced digital media content for the purpose of expanding and showcasing the school's online footprint;

Various content creations/social media campaigns;

Covered events and updated and contributed for official social media channels;

Successfully managed and actively worked to create an epic and memorable virtual graduation ceremony;

Provided technical support and resolve problems of non technical staff then and thereby.

WORK

EXPERIENCE

Web Designer / IT Specialist **Whitepoint Media Advertising**

Sep 2007 - Sep 2009

Website Development

Conceptualised, planned and executed original designs for wide range of websites;
Planned website development, converting mockups into usable web presence with HTML, JavaScript, Flash animations
Performed search engine optimisation tactics to increase the reach of targeted audience;
Developed in-house work library system for work management using ASP/SQL.

IT Support

Resolved diverse range of technical issues across multiple systems and applications.
Provided technical support and trained staff.
Guided organisational technology strategy and roadmaps.
Communicated with executive team and CEO to maximize development efficiencies and resolve technology issues;
Managed network and system performance, conducting troubleshooting, security patching and maintenance;
Oversaw IT department operations and training;
Responded to support requests from end users and patiently performed troubleshooting tasks;
Performed maintenance tasks on PCs, networks and other devices;
Set up PCs, projectors, and microphones for use in video conferencing rooms;
Managed data transfers between systems and storage mediums;
Imaged and prepared new computers for integration into company networks and systems;
Implemented proxy server system for controlling and monitoring Internet usage.

WORK

EXPERIENCE

IT Specialist

ESI Corporation, Ministry of Labour, India

Jun 1999 - Aug 2007

Successfully developed and implemented ESIC Headquarters website;

Developed Payroll program & Staff Profile in MS Access;

Developed Intranet application for managing Employer and Employee information, etc;

Imparted training course for staff in computer awareness;

Prepared new computers and deployed on various regional offices level while training the staff to work on computers;

Maintained and operated AV equipment for use during internal presentations and official big meetings;

Managed network and system performance, conducting troubleshooting, security patching and maintenance;

Responded to support requests from staff and patiently walked individuals through basic troubleshooting tasks;

Assessed system hardware and software and suggested modifications to reduce lag time and improve overall speed;

Performed backup and maintained the confidentiality in managing important organisation documents.

01

YEARBOOK

For each yearbook, I have a vision. I have succeeded in producing yearbooks with colourful and unique memories by introducing different themes and layouts while ensuring the school standard and culture.



02

WEBSITE

While making this responsive website, emphasis has been given to improve the overall site architecture and navigation to enable easier browsing and a more frictionless experience. Various IB learning principles have been introduced in the banner area as a special highlight.



www.sultansschool.edu.om

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IB LEARNER PROFILE

These are my latest creatives in development, for promoting the IB principles in school, using the style of mixing digital illustrations and photograph.



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BRANDING



THE SULTAN'S SCHOOL
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 Tel: 24536777
 info@sultansschool.edu.om
 www.sultansschool.edu.om
 sultansschool
 tss_oman

CALENDAR 2022-2023

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUGUST 2022																															
SEPTEMBER 2022																															
OCTOBER 2022																															
NOVEMBER 2022																															
DECEMBER 2022																															
JANUARY 2023																															
FEBRUARY 2023																															
MARCH 2023																															
APRIL 2023																															
MAY 2023																															
JUNE 2023																															
JULY 2023																															

Important Dates

- August 2022
 - 17: New staff arrival
 - 20-25: All Staff Meet 2022/2023
 - 28: Academic Year 2022/23 starts
 - 29: 100 Commemoration
- September 2022
 - 24: Founder's Day
- October 2022
 - 9: Prophet Muhammad's Birthday*
- November 2022
 - 23-24: National Day holidays**
- December 2022
 - 23: Last day of Term one
 - 25-27: January inclusive - Term two break
- January 2023
 - 8: Term two begins
- February 2023
 - 19: Inna Wa-Alaynaka*
- March 2023
 - 16: Last day of Term two
 - 17-21: April inclusive - Term two break
 - 24: Ramadan start*
- April 2023
 - 2: Term three begins
 - 22: Eid Al-Fitr*
- June 2023
 - 15: Reports to students
 - 16: Last day of Term three
 - 22: Last day for Admin Staff

WORKING DAYS

TERM ONE : 62
 TERM TWO : 49
 TERM THREE : 52
 TOTAL NO. OF WORKING DAYS : 163

School holidays: **Professional Days** | **First day of term** | **Leave days/absence** | **No. of working days** | * National days (not for) | ** National Day (not for) | *** Ramadan days (not for)

UNIVERSITY OF CAMBRIDGE
 CIS ACCREDITED
 UNIVERSITY OF CAMBRIDGE



Neil Cross
 Teacher of PE

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SOCIAL MEDIA

Various artworks created for school social media marketing and promotion.



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PROMOTIONAL MATERIALS



07

VISUAL MEDIA

Virtual Graduation Ceremony Project

I was responsible for the whole production of this video project which included pre-shoots, editing and adding visual effects to make the graduation ceremony very special.

Also one of the biggest tasks was to take individual photographs of students and merging them to final graduation group photograph.

Tools used:

Adobe After Effects / Wondershare Filmora

Adobe Media Encoder / Adobe Photoshop



Scan to watch this video project

THANK

YOU

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