

SADDIQ ABDUL QADIR

Saddiqa.qadir@gmail.com | 1 (868) 329-4152

Web Portfolio – saddiq.dev | **LinkedIn** – www.linkedin.com/in/saddiq-abdul-qadir

Professional Summary – As an innovative ICT professional, I am dedicated to solving complex challenges through technology-driven solutions. I am eager to apply my skills to support transformative initiatives and foster positive change in dynamic, evolving environments.

EXPERIENCE

Web Designer – Ministry of Health | February 2025 – Present

Job Duties

- Design and develop the Ministry's website, ensuring accessibility, usability, and compliance with digital standards.
- Collaborate with different units to update content and enhance user engagement.
- Conduct UX/UI design, usability testing, and analytics to improve site performance.

CTS College of Business and Computer Science

Lecturer (Part Time) – Principles of Programming | January 2025 – Present

Job Duties

- Teach Principles of Programming (Java), covering Object-Oriented Programming (OOP) concepts and software development fundamentals.
- Develop and deliver lesson plans, lecture materials, and hands-on coding exercises aligned with the syllabus.
- Review and grade student assignments, projects, and exams, providing constructive feedback.

Teaching Assistant (Part Time) – May 2022 – Present

Job Duties

- Tutored and supported students in courses, including Introduction to Software Development (Python), Principles of Programming (Java), and Web Technologies (PHP), achieving a 99% satisfaction rate and a 100% pass rate for all students.

Web Developer (Part Time) – Tradigital Limited TT | October 2023 – Present

Freelance Web Developer | Since 2021

Projects/Achievements

- Developed the St. Mary's Children's Home website (stmarystt.org) using WordPress, integrating custom PHP and UI/UX enhancements for improved functionality.

- Designed and built the 5678 Dance Studio website (5678dancestudiott.com) using Wix, ensuring a dynamic and responsive user experience.
- Enhanced SEO for both websites, improving visibility and search rankings.
- Created a Figma prototype for the Secondary Roads Rehabilitation and Improvement Company Limited (SRRIC), focusing on accessibility and intuitive navigation.

Trinidad and Tobago Housing Development Corporation (HDC)

ICT Technician | June 2024 – January 2025

Projects/Achievements

- Participated in the relocation of three area offices by coordinating the transfer of 50+ IT assets and establishing WAN connectivity. Assisted in setting up Ethernet cabling, deploying computers, installing/configuring software, and ensuring 100% network access and functionality for all user's post-move.
- Evaluated CCTV systems by analyzing hard drive capacity and footage retention periods, providing recommendations that improved storage efficiency by 20% while maintaining compliance with retention policies.
- Optimized IT asset management by auditing 300+ IT equipment items, recording serial numbers, and updating the asset management system for accurate tracking.

ICT Technician Trainee (OJT) | November 2023 – May 2024

Projects/Achievements

- Improved email security and overall cybersecurity by 30% through updating employee spam filters and installing Avira antivirus with comprehensive system scans.
- Implemented office network infrastructure, including cabling, connecting switches, and crimping cable ends to ensure reliable connectivity.
- Assisted in developing HDC's Rent Café app by gathering information from 500+ residential clients and facilitating their use of the app.

Information Asset Facility Clerk Trainee (OJT) | June 2022 – October 2023

Projects/Achievements

- Enhanced Data Management & Verification: Identified inefficiencies in data handling and migrated 15+ Excel workbooks to a centralized Access database, improving data integrity and search efficiency.
- Developed 10+ user-friendly forms for data entry, integrated file verification processes, and generated 5+ reports using SQL queries to track progress and ensure accurate data updates.
- Client Transaction File Tracking: Created a barcode-based file tracking system to automate data entry and generate reports via SQL queries, reducing manual input errors and improving efficiency by 60% using SQL and VBA.

EDUCATION

Bachelor of Science with Honors - Degree in Information Technology (First-Class Honors), University of Bedfordshire (CTS College), D.O.G. Jan 2024

Lvl 5 Diploma Digital Content Creation, Oxford Graduate College, D.O.G June 2022

CERTIFICATES

Cisco Certified Network Associate (CCNA) | (Currently Perusing)

CompTIA Network+ | CTS College | 2024

CompTIA A+ | CTS College | 2024

CCNA (Introduction to Networking) | CISCO Net Academy | 2021

The Complete JavaScript Course | Udemy | – Issued Mar 2024 |

Become a PHP Master | Udemy | Issued Mar 2024

TECHNICAL SKILLS

Data Management: Microsoft Excel, Access, Visual Basic, SQL

Programming languages: JavaScript, Python, PHP, Java

Web Design: HTML, CSS, Bootstrap, WordPress, Laravel, Tailwind, React JS, Drupal

Graphic Design: Figma, Adobe Xd, Photoshop, Illustrator, Premiere Pro, CapCut

Networking & IT Support: Active Directory, Computer Repairs, Help Desk Support, Crimping, Network Configuration, Hyper-V

SOFT SKILLS

Problem Solving | Critical Thinking | Excellent Communication Skills | Resourceful | Time Management | Teamwork | Detail Oriented | Creative Thinking

ACHIEVEMENTS

- **Winner of the FinTech TT Financial Inclusion Hackathon.**
Project: Developed a cashless solution for SMEs in Trinidad. Demonstrated problem-solving skills and creativity in developing an innovative solution to a real-world micro problem.
- Graduated with First Class Honors in Information Technology,
- Achieved the **highest overall score in the program** (BSc IT) and the **top score for the thesis**, demonstrating excellence in academic performance and research.

References available upon request.