Ali•MESHKOT•com
H.N.D., M.Sc., Ph.D., D.I.C.

Ali@MESHKOT•com
See the Contact page for my current
Location Map and contact details

Home	About	Contact	Sample Work	FAQ	Favourites

Ali•MESHKOT•com > English > About > SKILLS

Page Contents

Management Skills

Software & IT Skills

Science & Engineering Skills

General Skills

See Also

Education

Work Experience

Sample Work

Working Style

MANAGEMENT SKILLS

Skill	Years Experience
Time Management	19
Team and Group Management	7
Presentation and Communication	20
Project Planning	22
Contract Management	8
Excellent Bilingual and Bicultural Conflict Resolution skills	
Promoter of quality assurance and work traceability	
Designer of electronic document management systems	
Promoter of training and individual advancement	

SOFTWARE & IT SKILLS

Skill	Years Experience	Sample Work (under construction)
MS Access	10	
MS Excel	15	

MS Word	12	
MS Front Page	4	
Dreamweaver MX	3	
Visio Professional & Technical	4	
ASP	2	
C++	0.5	
Cobol	1	
Corel Draw	4.5	
Crystal Reports	3	
Flash MX	1	
FoxPro	2	
HTML	3	
LAN	3	
Lotus	1	
Mac OS	1	
MS Office	7	
MS Outlook	5	
MS SQL Server	2	
MS Project	2	
MS Money	3	
MS PowerPoint	6	
Novell	2	
Primavera	1	
Quicken	1	
SPSS 11.5	1.5	
MathCAD 2000	0.5	
MATLAB	0.5	
User Support	6	
Visual Basic/VBA	6	
MS Windows XP Professional	1.5	
MS Windows 2000 Professional	3	
MS Windows 2000 Server	2	
MS Windows 9x	6	

Skilled at using Excel VB, SPSS, data cleansing, file conversions and data de-duplication.
Advanced MS Access v2 to XP database design and Development using Visual Basic and VBA, including documentation and preparation of full design specifications. Ability and experience in migrating data from previous version to XP.
Microsoft Office Specialist, to advanced programming level, for MS Word, Excel, Access, PowerPoint, Outlook, and FrontPage.
Methodical approach to problem solving and the ability to gather, understand and document user requirements from all user levels, to analyse data and report accordingly.
Ability to design surveys, data entry forms, result analysis and automated reporting tools.
Able to extract data using complex SQL statements and OLAP Cubes via ODBC, DAO and ADO.
Capable of producing Active Server Pages (ASP) with server-side or client-side VBScript.
Statistical analysis, distribution curves, regression, curve fitting and forecasting using Excel and SPSS

SCIENCE & ENGINEERING SKILLS

Skill	Years Experience	Example/Sample Work (under construction)
Materials Specialist for tunnelling, construction and piping materials.	8	
Design of domestic and commercial services, such as supply, waste, soil, power, gas, telephone and Local Area Network.	2	
Familiar with British Standards, ASTM and ANSI standards for materials used in construction and piping engineering.	5	
Specialist in AutoCAD 2000 Plan, Elevation, 2D, 3D and perspective drawings. Also able to design using Design CAD 2000, Visio Technical and Corel Draw 10.	4	
Ability to test materials in accordance with standards using a	12	

variety of techniques, including: Tensile, flexural, compression, optical and electron microscopy, X-ray and electron diffraction, IR, UV, mass and flame spectroscopy, wet chemical, etc.		
Transmission and Scanning Electron Microscopy	3	
Ability to design and conduct scientific experiments.	10	
Ability to design and build experimental test equipment, such as for measurement of thermal resistivity, molten metal injection, high temperature induction furnaces, cement mortar compaction etc.	9	

GENERAL SKILLS

Skill	Years Experience
Clean UK driving license	20
Persian/Farsi Qualified Translator & Interpreter	15
Self Teacher	25
Exceptional aptitude for solving and understanding complex problems.	
Ability to communicate ideas to all levels.	
Ability to supervise and to work without supervision.	
Trouble-shooter.	

To send me your comments, or if you require some further information, Please Contact Me