SHUCHONA MALEK ORTHI

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🔗 LinkedIn: [My Linkedin](#)

🔗 Google Scholar: [My Google Scholar](#)

🔗 Website: https://orthimalek.github.io/shuchona-profile/

PROFESSIONAL SUMMARY

Results-driven **IT Project Coordinator** with **7+ years** of experience in project management, data analysis, marketing, and business strategy. Proven expertise in managing cross-functional teams, conducting risk assessments, and ensuring project deliverables within deadlines. Strong analytical and problem-solving skills with hands-on experience in agile methodologies and data-driven decision-making.

CORE COMPETENCIES

✔ IT Project Management & Agile Scrum
✔ Data Analysis & Reporting
✔ Risk Assessment & Compliance
✔ Stakeholder Communication
✔ Marketing & Brand Strategy
✔ Cross-Functional Team Leadership
✔ Business Intelligence & Trend Analysis

EDUCATION

📌 **Master of Science in IT Project Management** *(Ongoing)*
Westcliff University, USA | **Current CGPA**: 3.52

📌 **Master of Business Administration (MBA) in Marketing**
University of Dhaka, Bangladesh | **CGPA:** 3.59

📌 **Bachelor of Arts in English**
Stamford University, Bangladesh | **CGPA:** 3.33

PROFESSIONAL EXPERIENCE

Project Coordinator

📍 **Relisource Tech Inc, Dhaka, Bangladesh** *(Feb 2021 – Mar 2023)*

- Led IT project management tasks, including **daily scrums**, sprint planning, and retrospective meetings.

- Ensured data quality control and compliance with project standards.

- Maintained corporate records and reports for efficient project tracking.

- Strengthened client relationships and facilitated seamless communication.

Project Planning & Branding Executive

📍 **Realme Bangladesh, Dhaka, Bangladesh** *(Aug 2020 – Jan 2021)*

- Developed and implemented strategic **marketing plans** for brand positioning.

- Managed event planning, budgeting, and execution, ensuring successful launches.

- Conducted market research and data analysis to optimize marketing efforts.

- Led client meetings and cross-functional team coordination.

Project Associate

📍 **N2SYS – Intelligence Solutions for Business, Dhaka, Bangladesh** *(May 2015 – Aug 2020)*

- Tracked project timelines, ensuring adherence to budgets and compliance policies.

- Organized project meetings and supported risk assessment activities.

ACHIEVEMENTS & AWARDS

🏆 **Winner of Simcubator Grant ($5,000)** – Switzerland-based startup incubator for **Shafa Care** (HealthTech Startup).

🏆 **Awarded $17,000 in Grants** – BYLC Bangladesh & Netherlands Embassy for HealthTech Startup Development.

PROJECTS & PUBLICATIONS

AI-Driven Project Management Systems: Enhancing IT Project Efficiency through MIS Integration (Conference Paper).

Advanced Cyber Threats and Cybersecurity Innovation-Strategic Approaches and Emerging Solutions.

Leveraging Management information Systems for Agile Project Management in Information Technology: A comparative Analysis of Organizational Success Factors

AI Powered Digital Transformation in Healthcare: Revolutionizing Patient Care through Intelligent and Adaptive Information Systems

Artificial Intelligence in Business Intelligence: Empowering Data-Driven Decision-Making with Predictive Analytics and Intelligent Automation.

Big Data and Cloud Computing in IT Project Management: A Framework for Enhancing Performance and Decision-Making

AI-Driven Cybersecurity in IT Project Management: Enhancing Threat Detection and Risk Mitigation

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EXTRACURRICULARS & VOLUNTEERING

⚤ **Mentor & Speaker at Women in Tech Bangladesh**
⚤ **Community Engagement & Social Impact Projects**

REFERENCES: Available upon request.