Sk Ayub Al Wahid

+1 (424) 236 1742 | alwahid.ayub@gmail.com | https://www.linkedin.com/in/skayubalwahid/

PROFILE SUMMARY

Experienced professional with a strong background in project management, administration, and business development across the real estate and electronics sectors. Skilled in overseeing multifaceted project portfolios, aligning initiatives with organizational goals, and driving results through agile methodologies. Adept at proactively identifying and mitigating risks, ensuring seamless project delivery. Experienced in streamlining administrative processes, fostering collaboration across teams, and nurturing strategic relationships. Possesses a keen understanding of market trends and strategies for revenue expansion and market penetration. Proficient in providing technical assistance and implementing security measures to ensure operational efficiency. Eager to leverage skills and experience to drive impactful results in a dynamic professional environment.

AREAS OF EXPERTISE

- Project Management
- Agile Methodologies
- Risk Mitigation
- Project Tracking
- Administrative Management
- Compliance Standards
- Team Supervision

- Training Programs
- Stakeholder Relationships
- Communication
- Business Operations
- Database Management
- Data Accuracy
- Internal Liaison

- External Liaison
- Travel Coordination
- Filing Infrastructure
- Market Research
- Analytical Insights
- Marketing Tactics
- System Administration

CORE COMPETENCIES

- *Project Management:* Demonstrated ability to lead and manage multifaceted project portfolios, aligning initiatives with organizational goals, and driving tangible results through effective prioritization and agile methodologies.
- *Strategic Relationship Management:* Demonstrated ability to cultivate and nurture strategic relationships with key stakeholders, including clients, vendors, and regulatory bodies, fostering trust and facilitating smooth business operations.
- *Administrative Leadership:* Proven expertise in supervising and managing administrative functions, including document organization, team leadership, and implementation of streamlined processes to enhance efficiency.
- *Data Management and Analysis:* Proficiency in overseeing and enhancing extensive databases, maintaining data accuracy, integrity, and accessibility to support informed decision-making and operational excellence.

PROFESSIONAL EXPERIENCE

STAR IT Ltd – California, USA   **Nov 2023 – Apr 2024**
Project Management Trainee – Intern
- Spearheaded the comprehensive assessment, meticulous prioritization, and effective management of a multifaceted project portfolio, meticulously aligning initiatives with overarching organizational goals and strategic imperatives.
- Fostered robust collaboration across diverse teams to meticulously shepherd projects through their entire lifecycle, from conceptualization to execution, harnessing the power of agile methodologies to optimize processes and drive tangible results.
- Leveraged sophisticated project management methodologies to proactively identify, assess, and mitigate risks, swiftly resolve issues, and ensure seamless project delivery within predetermined parameters of scope, schedule, and budget.
- Pioneered the implementation of cutting-edge project tracking systems, leveraging state-of-the-art technology to enhance visibility, facilitate informed decision-making, and empower stakeholders at every stage of project execution.

Pushpodhara Properties Ltd – Dhaka, Bangladesh   **Jul 2022 – Mar 2023**
Administrative Manager
- Supervised and managed the systematic organization and maintenance of critical real estate documents, contracts, leases, and agreements, ensuring strict compliance with legal and regulatory standards.
- Directed and mentored a proficient team of administrative officers, overseeing their day-to-day activities and implementing tailored training programs and performance enhancement initiatives to drive operational excellence.
- Cultivated and nurtured strategic relationships with key stakeholders, including clients, vendors, and regulatory bodies, through regular communication and collaboration, fostering trust and facilitating smooth business operations.
- Spearheaded the implementation of streamlined administrative processes, leveraging technology and best practices to reduce paperwork redundancy by 20% and increase overall efficiency by 15%.

Pushpodhara Properties Ltd – Dhaka, Bangladesh   **Jul 2021 – Jun 2022**
Administrative Officer
- Directed the oversight and continual enhancement of extensive company databases, meticulously maintaining data accuracy, integrity, and accessibility to bolster informed decision-making and operational prowess.
- Acted as a proactive liaison for internal and external stakeholders, adeptly managing inquiries, troubleshooting challenges, and fostering fluid communication and synergy.
- Orchestrated meticulous travel logistics and accommodation coordination for both team members and clients, meticulously optimizing arrangements for a seamless and gratifying experience.
- Pioneered the introduction of an advanced filing infrastructure, yielding a noteworthy 30% reduction in retrieval time while significantly augmenting the overall organization and accessibility of essential documents.

Sino Atrium Electronic Ind. Ltd – Dhaka, Bangladesh   **Jan 2020 – Jun 2021**
Business Development Administrator
- Organized comprehensive business development strategies aimed at enhancing market penetration, fostering revenue expansion, and seizing emerging prospects within the electronics sector.
- Utilized in-depth market research and analytical insights to discern pivotal industry trends, market voids, and competitive challenges, facilitating informed decision-making and steering strategic direction.
- Orchestrated collaborative efforts across diverse functional units to conceptualize and deploy progressive marketing tactics, promotional endeavors, and product introductions.
- Nurtured enduring alliances with pivotal clientele, partners, and stakeholders, nurturing credibility and allegiance to optimize business efficacy and elevate customer contentment.

Zasa LTD – Dhaka, Bangladesh   **Jan 2018 – Dec 2019**
System Administrator (Part-Time)
- Arranged robust system administration assistance encompassing software deployment, setup, and resolution of technical glitches, fostering peak efficiency and dependability of IT infrastructures.
- Provided prompt and adept technical assistance to end-users, swiftly resolving hardware and software dilemmas to bolster productivity and ensure seamless operational flow.
- Led preemptive maintenance strategies and fortified security measures to fortify the sanctity of systems and data, preempting potential threats and vulnerabilities.
- Fostered synergy within IT cohorts to assess and advocate cutting-edge technologies, software, and remedies, amplifying system efficacy, expandability, and operational prowess.

EDUCATION

Master of Business Administration (MBA) | *International American University – Los Angeles, California, USA*   **May 2023 – Apr 2024**
- **Major:** Management Information System (MIS)

Bachelor of Science (BS) in Computer Science | *BRAC University - Dhaka, Bangladesh*   **May 2020**
- **Thesis:** "A classification and prediction-based approach for real-time ETP outlet monitoring through E-IoT and remote sensing using machine learning and deep learning"

Higher Secondary School Certificate in Science | *Bir Sreshtho Munshi Abdur Rouf Public College - Dhaka, Bangladesh*   **2013 – 2014**
Secondary School Certificate in Science | *Faizur Rahman Ideal Institute - Dhaka, Bangladesh*   **2002 – 2012**

PUBLICATION

"IoT Based Low-Cost Robotic Agent Design for Covid-19 affected people" – Published in IEEE
2020 Fourth World Conference on Smart Trends in Systems, Security and Sustainability (WorldS4)

"Evaluation of information technology implementation for business goal improvement under process functionality in economic development"- published in scientific research journal of data analysis 2024

PROFESSIONAL MEMBERSHIPS

Project Management Institute (PMI)
  o Certified Member
  o Member ID: 10318753

REFERENCES

Md. Golam Rabiul Alam, Ph.D.
Associate Professor, Department of Computer Science and Engineering
Office: BRAC University, 66 Mohakhali, Dhaka-1212
Mobile: +8801797347635
E-mail: rabiul.alam@bracu.ac.bd