Arshad Khalid

Open to Relocation: Middle East | Asia

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SUMMARY

Emerging IT and business professional with hands-on experience in software development, digital forensics, and data-driven strategy across Tanzania and Malaysia. Holds a BSc in Computer Science and an MBA (Strategic Marketing & Analytics). Delivered 10+ system integration projects at Collins Aerospace, improving data accuracy by 25%. Proven communicator and leader through student engagement and technical support roles. Seeking entry-level opportunities in Business Analysis, IT, or Management Trainee Programs across Asia and the Middle East.

EDUCATION

Asia Pacific University - Graduate School of Business   **Bukit Jalil, Kuala Lumpur**

Master of Business Administration | GPA**: 3.76/4.00**   *August 2024*

- **Relevant Coursework:** IBM SPSS, Strategic Marketing Management, Behavioral Science, Social Media and Marketing Analytics, Human Resource Management.

Asia Pacific University - School of Technology   **Bukit Jalil, Kuala Lumpur**

Bachelor of Computer Science with a specialism in Digital Forensics | GPA: **3.43/4.00**   *March 2023*

- **Relevant Coursework:** Programming, Incident Response, Network Administration, Data Analysis.

WORK EXPERIENCE

APU Ambassador   **Bukit Jalil, Kuala Lumpur**

Private university known for tech and business education

Student Ambassador   *March 2023 – September 2024*

- Led 100+ campus tours, orientation & exhibition events, and student panels, directly influencing recruitment and onboarding of 300+ new students.
- A core member of APU's social media team, managing the *@studentwelcome* platform, significantly improving online visibility and community building.
- Collaborated with university staff to plan and execute 10+ student engagement programs, boosting participation rates by 40% and enhancing student satisfaction.
- Trained and mentored a team of 65 new ambassadors from 30+ nationalities, ensuring consistent representation, peer support, and alignment with university branding goals.

Collins Aerospace   **Dar es Salaam, Tanzania**

Global leader in aerospace and defense technologies

IT Intern   *December 2021 – March 2022*

- Coordinated the supply, installation, testing, and maintenance Airport Information Systems across 10+ sites, contributing to 100% on-time delivery and IATA-compliant integration.
- Automated manual reporting and tasks using Python and batch files, reducing daily workflow time by 40% and increasing reporting accuracy by 25%.
- Provided technical support with a 95% issue resolution rate, maintaining 99.9% uptime of critical airport systems.

Santech Traders SMC Private Ltd   **Dar es Salaam, Tanzania**

Supplier specializing in uniforms, printing, and promotional items

Junior Operations Coordinator   *May 2019 – March 2020*

- Coordinated procurement and fulfillment of 35+ uniform and promotional orders, ensuring 100% on-time delivery for corporate and institutional clients.
- Standardized workflow from order intake to production and dispatch, reducing turnaround time by 30% and minimizing material waste.
- Maintained supplier relations and inventory for 30+ SKUs, enabling seamless scaling of custom print jobs and bulk production with zero stockouts.

LEADERSHIP & ACTIVITIES

Africa Society Club   **Bukit Jalil, Kuala Lumpur**

Event Volunteer   *July 2022*
- Supported coordination of Africa Day 2022, attended by 2,500+ participants, managing operations across food service, security, stage, and ushering.
- Oversaw on-site logistics, guest flow, and team coordination, contributing to a zero-incident, high-satisfaction event.
- Acted as a frontline representative, ensuring smooth delivery of activities and a culturally immersive experience for all attendees.

APU EET Group   **Bukit Jalil, Kuala Lumpur**

President   *October 2021*
- Organized a high-profile tech talk with 150+ attendees, featuring the Founder of Secureki, bridging cybersecurity insights with student learning.
- Led a 15-member organizing team, handling event logistics, marketing strategy, and speaker coordination for a professional-grade outcome.
- Boosted group visibility and engagement through targeted outreach and execution excellence, resulting in 200%+ increase in attendance vs. previous events.

SKILLS & INTERESTS

Data & Business Analytics

Power BI | Python | SQL | Google Analytics | SPSS | Data-Driven Decision-Making | Business Intelligence | Strategic Planning | Process Improvement | Supply Chain Management | Odoo ERP

Tools & Automation

Zapier | Microsoft Teams | Microsoft 365 Suite | Google Workspace | IT Support & Troubleshooting | Workflow Automation

Programming & Web Technologies

Python | C | C++ | Java | PHP | R | SQL | HTML | CSS | JavaScript

Soft Skills & Work Ethic

Effective Communication | Cross-Functional Collaboration | Tech-Savvy | Adaptable in Ambiguous Environments | Fast Learner | Detail-Oriented | Proactive Problem Solving

Languages

English (Native) | Swahili (Native) | Hindi (Beginner)

Interests

Technology & Innovation | Fitness | Travel | Photography | Volunteering | Networking