

MALIK ZOHAIB HASSAN

Working Student - Technology Management & Business Operations

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PROFESSIONAL PROFILE

Highly motivated and detail-oriented student currently pursuing **Master of Research in Computer and Systems Engineering** at TU Ilmenau with strong analytical skills and ability to synthesize complex information. Practical experience in strategic project support, presentation development, and executive-level communication gained through extensive technical project management and cross-functional collaboration. Proficient in **MS Office Suite (PowerPoint, Excel)** and collaboration tools with demonstrated ability to manage multiple tasks independently in fast-paced, international environments. Excellent written and verbal communication skills in English with developing German proficiency, combined with a collaborative mindset and eagerness to learn at the executive level.

CORE COMPETENCIES

Strategic & Analytical Skills:

Complex Information Analysis, Executive Reporting, Strategic Project Support, OKR Planning & Documentation, Business Process Analysis

Presentation & Communication:

MS PowerPoint (Advanced), Executive Presentations, Briefing Materials, Technical Documentation, Stakeholder Communication

Technology & Tools:

MS Office Suite, Collaboration Tools, Confluence, Jira, Miro, Project Management Software, Cloud Platforms

Project Management:

Multi-task Management, **Initiative Development & Documentation**, Event Planning & Coordination, Process Improvement

Organizational Excellence:

Detail-oriented Execution, **Proactive Problem-solving**, Leadership Event Support, Communication Format Refinement

International Collaboration:

Cross-functional Teamwork, Fast-paced Environment Adaptation, Remote Collaboration, Cultural Adaptability

STRATEGIC PROJECT EXPERIENCE

Executive-Level Technology Initiative Management & Strategic Planning

Strategic Planning, MS PowerPoint, Excel Analytics, Cross-divisional Coordination, OKR Framework

Led comprehensive strategic initiative development across multiple technology divisions, involving **OKR planning and steering coordination** for 8+ cross-functional teams. Developed executive-level presentations and briefing materials for senior leadership meetings, synthesizing complex technical information into clear business insights. **Strategic Support:** Contributed to operational excellence initiatives, delivery optimization, and organizational alignment processes. **Results:** Successfully coordinated multi-divisional strategic planning cycles, improved executive communication efficiency by 40%, and facilitated alignment across technology organization through structured documentation and presentation frameworks.

Leadership Event Coordination & Communication Format Optimization

Event Management, Stakeholder Communication, Process Improvement, Executive Briefings, MS Office Suite

Planned and executed key **leadership events and communication formats** including technology team offsites and all-hands meetings for 200+ participants. Designed and refined communication processes to enhance executive-level information flow and organizational transparency. **Process Improvements:** Streamlined briefing material templates, established feedback collection systems, optimized meeting structures for maximum engagement. **Organizational Impact:** Enhanced leadership event effectiveness by 35%, improved cross-team communication clarity, and established sustainable processes for ongoing executive communication excellence.

Multi-Task Executive Support & Ad-hoc Analysis Delivery

Executive Support, Analytical Reporting, MS Excel, PowerPoint, Urgent Request Management, Data Synthesis

Provided comprehensive **ad-hoc analytical support** to senior leadership with urgent presentations, strategic analyses, and executive briefing materials under tight deadlines. Managed multiple concurrent priority requests while maintaining high-quality standards and attention to detail. **Analytical Excellence:** Synthesized complex technical and business information, created executive-ready visualizations, and delivered actionable insights for strategic decision-making. **Performance Results:** Consistently delivered urgent executive requests within 24-48 hour timeframes, maintained 98% stakeholder satisfaction, and developed reusable analytical frameworks for recurring leadership needs.

Cross-functional Technology Organization Alignment & Documentation

Organizational Documentation, Cross-team Collaboration, Process Documentation, Strategic Communication, Project Coordination

Facilitated communication and alignment across technology organization divisions through structured documentation, process mapping, and stakeholder coordination. Developed comprehensive project documentation frameworks and maintained strategic initiative tracking systems. **Alignment Activities:** Coordinated cross-divisional planning sessions, maintained strategic project portfolios, created organizational communication templates. **Collaboration Impact:** Improved inter-divisional coordination efficiency, established clear documentation standards for strategic initiatives, and enhanced organizational transparency through systematic information management and stakeholder communication processes.

International Team Coordination & Remote Collaboration Excellence

Remote Team Management, International Collaboration, Digital Communication Tools, Cultural Adaptability, Project Management

Successfully managed and coordinated projects across international teams in fast-paced, multicultural environments with emphasis on **proactive communication and collaborative problem-solving**. Demonstrated adaptability in working with diverse stakeholders while maintaining high organizational standards and deadline adherence. **Global Collaboration:** Facilitated cross-timezone coordination, established efficient remote communication protocols, managed cultural considerations in international business contexts. **Excellence Results:** Achieved 99% project delivery rate across international teams, established best practices for remote executive support, and demonstrated exceptional reliability in supporting senior leadership across different time zones and cultural contexts.

PROFESSIONAL EXPERIENCE

Technology Project Coordinator / Strategic Support Specialist
FixRunner
USA (Remote)

Nov 2021 - Apr 2025

- Provided strategic project support and coordination across multiple technology initiatives, demonstrating ability to manage complex, multi-stakeholder environments and deliver high-quality results under tight deadlines
- Developed and maintained comprehensive project documentation, executive briefing materials, and presentations using advanced MS Office Suite skills, specifically PowerPoint and Excel for analytical reporting
- Successfully managed ad-hoc requests from leadership including urgent analyses, presentation development, and strategic documentation across 2,600+ project portfolio with exceptional attention to detail
- Coordinated cross-functional teams and stakeholders in fast-paced international environment, demonstrating proactive communication skills and collaborative mindset essential for executive-level support
- Implemented process improvements and organizational excellence initiatives, including workflow automation, documentation standardization, and quality assurance protocols to enhance operational efficiency
- Collaborated effectively with global teams using various collaboration tools and project management platforms, maintaining clear communication and delivering consistent results across different time zones
- Synthesized complex technical information into clear, executive-ready reports and presentations, demonstrating strong analytical skills and ability to support strategic decision-making processes

EDUCATION

Master of Research in Computer and Systems Engineering
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