

# SARFARAZ JAVED

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## Professional Summary

Highly motivated and results-oriented professional with a Bachelor of Technology in Civil Engineering and proficiency in SQL and Microsoft Office. Experienced in collaborating with cross-functional teams to manage and optimize educational programs. Adept at addressing learner concerns, monitoring program performance metrics, and developing strategies to enhance learning experiences. Strong leadership, analytical, and problem-solving skills. Strong communication and interpersonal skills, with a passion for education and a commitment to improving student learning experiences.

## Technical Skills

- Project Managment
- SQL
- Microsoft Excel, Word, PowerPoint
- Data Analyst
- Budget and Cost Estimation
- Business Development
- Technical Writing
- **Other Skills:** System administration, technical documentation, customer service, problem-solving

## Education

National Institute of Technology, Agartala  
[Bachelor of Technology]  
Civil Engineering (2014-2018)

## Personal Experience

### Assistant Project Manager

[Quick furnish LLP], [Ahmedabad, Gujrat]

[May, 2023] – [April,2024]

- Managed the complete interior design execution of a luxury project.
- Developed detailed BOQ and project budget, ensuring cost efficiency.
- Coordinated with high-end clients to align project outcomes with their expectations.

### Internship

L&T Construction

[May,2016] - [June,2016]

- Collaborated with cross-functional teams to manage and optimize construction projects.
- Assisted in monitoring project performance metrics and identifying areas for improvement.

## Achievements

- **Cleared UPSC Civil Services Examination Prelims (2022)**
  - Demonstrated strong analytical and problem-solving skills by clearing one of the most competitive exams in India, showcasing ability to grasp complex concepts and perform under pressure.

## Skills & abilities

- **Technical Skills:** Proficiency in SQL and Microsoft Office; Familiarity.
- **Program Management:** Experience in managing and optimizing educational programs; Addressing learner concerns and feedback.
- **Data Analysis:** Proficiency in SQL and Excel for data analysis and reporting.
- **Communication:** Strong communication and interpersonal skills; Ability to multitask and prioritize tasks effectively.

## Projects

- **BAJAJ FINSERV (19,500sq ft)**  
[Budgeting and Handling 50 Manpower]
- **GVFL (5,000 sq ft)**  
[Execution of the Project]

## Languages

- English (Fluent)
- Hindi (Fluent)