Sibtain Khan

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EDUCATION

C. T. Bauer College of Business, University of Houston, Houston, TX
Bachelor of Business Administration in Management Information Systems
Minor in Entrepreneurship · GPA: 4.0   Expected May 2026

EXPERIENCE

Aquila Engineering, Houston, Texas
Product Intern – Internal Tools | June 2025 - Present
- Automated upstream reporting in **Power BI**, cutting prep time by 80% and reducing manual errors by 90%
- Built a BOP dashboard that improved visibility and cut issue response time by 30% across 3 departments
- Designed **Monday.com intake workflows** integrated with **SharePoint** to streamline field ops + IT requests
- Authored SOPs used by IT and cybersecurity, improving SLA compliance by 22% and onboarding efficiency
- Participated in sprint planning and backlog grooming; prioritized internal tooling requests across RTOC, product, and engineering leads

TechMecca LLC (Lumeria), Richmond, Texas
Product Strategy Intern | January 2025 – June 2025
- Designed Power BI and Excel dashboards to track SKU margins, velocity, and retention across 1,200+ products
- Ran SQL-driven pricing and churn analysis that supported a **12% QoQ margin improvement**
- Created **Figma wireframes** to redesign internal ops tools, improving clarity and team adoption
- Standardized documentation using **Notion** and **Lucidchart** to support scale and process visibility
- Modeled vendor consolidation strategies, uncovering 8% cost savings and presenting findings to stakeholders
- Worked with ops, marketing, and purchasing teams to align pricing rollout with business priorities

Texas Real Estate Commission, Houston, Texas
Real Estate Agent/Real Estate Strategy Consultant | March 2024 – Present
- Closed $1.89M in residential sales across 2 deals, supporting both listing and buyer-side clients
- Advised 10+ agents and investors managing a combined $6.5M+ in active inventory
- Built custom ROI dashboards and comp scoring tools to track $10.2K+/mo in landlord income
- Automated lead tracking and CMA workflows using MLS integrations, cutting agent response time by 60%
- Supported investor clients with pricing, negotiation, transaction prep, and marketing strategy across 10+ properties

PROJECTS

Weekly RTOC Reporting Automation – *Aquila Engineering*
Tools: Power BI, Excel, SharePoint, Internal APIs
- Automated upstream reporting with Power BI; cut prep time by **80%** and reduced manual errors by **90%**
- Used SharePoint integrations and internal APIs to enable real-time access across 3 teams

Real Estate ROI Dashboard – *Personal Project*
Tools: Retool, Excel, Google Sheets, MLS
- Built internal tool in Retool to score comps, filter DOM, and flag high-ROI listings; simulated $5M in pipeline
- Designed logic to dynamically adjust ROI thresholds by zip code and rental strategy (e.g, long-term or short-term)

SKU Strategy Tracker – *TechMecca (Lumeria)*
Tools: Power BI, SQL, Excel, Figma
- Created SKU dashboard to analyze margins, velocity, and gaps; supported vendor strategy driving **12% QoQ lift**
- Integrated pricing flags to help ops team identify underperforming SKUs in bulk

TOOLS & SKILLS

Tools: Power BI, SQL, Excel, Monday, SharePoint, Notion, Lucidchart, Figma, Retool, CRM Systems, AI software
Skills: Workflow Automation, Process Improvement, Data-Driven Decisions, Stakeholder Communication

CERTIFICATIONS

Texas Real Estate License (TREC), Issued March 2024, Google Project Management Certificate (In Progress)