

# Sibtain Khan

(346) 461-8852 | Katy, TX 77449 | [hello@sibtainkhan.com](mailto:hello@sibtainkhan.com)  
<https://www.linkedin.com/sibtainkhan> | [sibtainkhan.com](https://www.sibtainkhan.com)

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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

Technical Product Associate – 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
- Led tooling prioritization in sprint planning with product, engineering, and RTOC leads
- Transitioned from Product Intern to Part-Time Technical Product Associate after Summer 2025

### 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)