

SK AYUB AL WAHID

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PROFILE SUMMARY

Experienced professional with a strong background in project management, administration, and business development across the real estate and electronics sectors. Skilled in overseeing multifaceted project portfolios, aligning initiatives with organizational goals, and driving results through agile methodologies. Adept at proactively identifying and mitigating risks, ensuring seamless project delivery. Experienced in streamlining administrative processes, fostering collaboration across teams, and nurturing strategic relationships. Possesses a keen understanding of market trends and strategies for revenue expansion and market penetration. Proficient in providing technical assistance and implementing security measures to ensure operational efficiency. Eager to leverage skills and experience to drive impactful results in a dynamic professional environment.

AREAS OF EXPERTISE

- Administrative Management
 - Team Supervision
 - Project Management.
 - Oral Communication
 - Business Operations
 - Planning meetings
 - Coordinating travels
 - Windows & Mac Applications
 - Microsoft Office
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PROFESSIONAL EXPERIENCE (3 YEARS+)

Unified (USG) – California, USA

Oct 2024 – Present

Assistant Operation Manager – Onsite (Full-Time)

- Excellent communication and interpersonal skills to interact with various clients.
- Go to the site office and identify operational inefficiencies for proposed solution.
- Strongly organized the time management to handle multiple tasks and prioritize effectively.

STAR IT Ltd – California, USA

Nov 2023 – Feb 2024

Project Management Trainee – Remote (Intern)

- Aligned projects with organizational goals and strategic imperatives.
- Employed sophisticated project management methodologies for risk management and issue resolution.
- Ensured seamless project delivery within scope, schedule, and budget.

Pushpodhara Properties Ltd – Dhaka, Bangladesh

Aug 2021 – Mar 2023

Assistant Manager Administrative – Hybrid (Full-Time)

- Facilitated real estate transactions, including sales, purchases, and rentals.
- Managed and updated company databases to ensure data accuracy and integrity.
- Coordinated travel and accommodation arrangements for staff and clients.

Sino Atrium Electronic Ind. Ltd – Dhaka, Bangladesh

April 2020 – Jul 2021

Business Development Executive – Hybrid (Full-Time)

- Facilitated real estate transactions, including sales, purchases, and rentals.
- Managed and updated company databases to ensure data accuracy and integrity.
- Coordinated travel and accommodation arrangements for staff and clients.