SHAKLIYAN KADAR SHAIKH

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➢ Summary:

IT professional with 3+ years of experience in project management, aligning IT operations with business objectives. Skilled in coordinating teams, managing project timelines, and optimizing workflows. Expertise in IT operations, cybersecurity and business development, with a proven ability to drive successful project outcomes. Experienced in handling clients, understanding their requirements and providing tailored solutions to meet business needs.

➢ Education:

Master of Management Studies (System)   2022 - 2024
Vidyalankar Institute of Technology

Bachelor of Science (Information Technology)   2017 - 2019
Vidyalankar School of Information Technology

➢ Internship:

WEQ TECHNOLOGIES   **Mumbai, India**
Business Development Executive   **01/2025 – 03/2025**
- Identifying and converting potential leads to qualified business opportunities.
- Developed customized proposals and mind maps to align with client requirements.
- Collaborated with project managers and technical teams to discuss project feasibility.
- Conducted market research and optimized CRM databases for enhanced sales pipelines.

STUDENTREUSE   **Mumbai, India**
Project Management Department   **05/2023 – 06/2023**
- Expanded platform reach and user engagement for StudentReuse.
- Oversaw website development to enhance user experience.
- Fostered community growth through targeted engagement initiatives.

➢ Experience:

TATA CONSULTANCY SERVICE (TCS)   **Mumbai, India**
Business Process Services   **12/2019 - 08/2022**
- Expert in deploying software and applications to 5k workstations and servers using SCCM, managing device collections and packages.
- Led cross-functional teams to plan and implement applications and operating systems using Agile and Kanban methodologies.
- Resolved over 1,800 incidents, 720 change requests, and 2,000 tasks related to Windows server and application patching.
- Experienced in VMware server provisioning, configuration, and management, ensuring optimal virtualized environment performance.
- Monitored security events via SIEM consoles, conducted investigations, and implemented mitigation strategies while overseeing team performance and resource allocation for successful project delivery.

➢ Skills:

BUSINESS

Project Management | BRD | FRD | SOW | CRM | Sales Process| Adaptability | IT Operation | Work force management | Business development and planning | Cyber Security | Prompt Engineering | Software Development Lifecycle (SDLC) | Problem-solving abilities | Team Building | Cross-functional team leadership | Relationship Building and Management

TECHNOLOGY

AirTable | HubSpot | SQL | IAM | SCCM | VMware | Power BI | Symantec endpoint security solutions | SIEM | Service now | Microsoft Office Suite | JIRA | SLACK |

➢ Certification:

- Project Management Foundation   **LinkedIn**
- Azure FinOps Masterclass - Ultimate Cost Savings   **Udemy**
- Ultimate Microsoft Office; Excel, PowerPoint, Word & Access   **Udemy**
- Introduction To Cloud   **Cognitive Classes**
- Google Analytics for Beginners and Advanced   **Google**
- Microsoft Technology Associate For introduction to Programming
  using JavaScript   **Microsoft**

➢ Extracurricular Achievement:

- Organized several Events as a part of Institution Innovation Council Member
- IT Technician at a CIO's conference at IIT Bombay in 2023
- Managed AGM for Bombay Management Association at IES College in 2023
- Participated In DICE Bootcamp organized by Indian School of Management & Entrepreneurship in 2019
- Participated in TechNext India 2017 Organized by Symbiosis of Academicians and IT Industry in 2017

➢ Language:

- English
- Marathi
- Hindi