SHAIK ZAKEER

Associate Project Manager | Operations & University Relations

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PROFESSIONAL SUMMARY

Results-driven Associate Project Manager with 1 years of progressive experience in campus operations, university partnership management, and cross-functional coordination. Proven ability to oversee pan-India operations across 32 universities, maintain multi-site infrastructure trackers, and drive timely stakeholder follow-ups. Adept at bridging operational execution with strategic project planning, with a strong foundation in software testing and data-driven problem-solving.

PROFESSIONAL EXPERIENCE

Associate Project Manager *Jan 2024 - Present*

NxtWave (NIAT) | Pan-India

- Managed end-to-end campus operations and project delivery across 32 university partner campuses under the NIAT network, ensuring operational continuity and quality standards.
- Built and maintained comprehensive infrastructure trackers for all 32 universities covering classroom status, infra issues, maintenance schedules, and resolution timelines across a consolidated Google Sheets master tracker.
- Developed and deployed an interactive HTML-based pre-visit checklist and classroom issues dashboard, enabling real-time visibility into 29+ issue categories across campuses.
- Established and nurtured strategic relationships with 32 university administration teams, serving as the primary point of contact for partnership coordination, campus readiness, and compliance.
- Drove cross-functional follow-ups with internal teams including Tech, Operations, HR, and Facilities to ensure timely resolution of campus-level issues and project milestones.
- Coordinated with university stakeholders on infrastructure improvements, space planning, and capacity management, including seat count monitoring across partner institutions.
- Prepared detailed project status reports, issue logs, and resolution dashboards for senior management, maintaining 95%+ closure rates on open action items.
- Spearheaded the onboarding process for new university partners, creating standardized documentation, SOPs, and onboarding checklists adopted across the NIAT network.
- Monitored SLA adherence for vendor and university deliverables, proactively escalating risks and bottlenecks to ensure on-time project execution.
- Managed SharePoint-based document repositories and project tracking systems, ensuring data accuracy and accessibility for distributed teams.

Software Tester Intern *Jun 2024 - Jul 2024*

Moolyead | India

- Executed 30+ functional and non-functional test cases across multiple modules, achieving a 95% test case pass rate before release.
- Identified and documented 15+ critical and minor bugs, reducing QA turnaround time by 20%.
- Collaborated with 5+ developers to resolve defects; utilized JIRA for bug tracking and Selenium for automating key test scenarios.
- Streamlined test documentation processes, improving knowledge transfer and onboarding speed for future interns.

SKILLS

Project Management: Project Planning, Stakeholder Management, Risk Management, SLA Monitoring, Cross-functional Coordination, SOPs

Operations: Campus Operations, University Relations, Vendor Management, Facility Management, Budget & Cost Optimization

Tools & Platforms: Google Sheets, SharePoint, JIRA, Selenium, HTML/CSS Dashboard Development, MS Office Suite

Technical: Python, SQL, MySQL, SQLite, Data Structures, OOP, Git, GitHub, Claude AI, Lovable, Grok AI, n8n (Automation)

Soft Skills: Leadership, Communication, Problem-Solving, Negotiation, Team Coordination, Attention to Detail

EDUCATION

Bachelor of Computer Applications (BCA)*Sep 2022 - Apr 2025*

Chaitanya Deemed to Be University | India

- Graduated with 92% aggregate - consistently among top performers in the batch.

PROJECTS

CDU Infrastructure Projects & Budget Finalization (Rs. 1.60 Crore)

Chaitanya Deemed to be University & NIAT Management Stakeholders

- Led end-to-end infrastructure project planning and budget finalization in coordination with Chaitanya Deemed to be University management and NIAT leadership stakeholders.
- Finalized vendor selection and managed complete vendor coordination, driving the project from scoping through final delivery.

Aurora Campus Infrastructure Project (Rs. 1.78 Crore)

Multi-Vendor Project Planning & Delivery

- Directed vendor finalization and detailed scoping across multiple vendors for a Rs. 1.78 crore campus infrastructure project.
- Built and managed project timelines, resolving execution issues quickly to keep delivery on track.
- Prepared and circulated budget approval communications, coordinating end-to-end project delivery within agreed timelines.

Multi-University Infrastructure Coordination

NSRI University, Annamacharya University, GMRIT University

- Coordinated infrastructure and operational requirements across NSRI University, Annamacharya University, and GMRIT University as part of the pan-India campus network.

NIAT University Infrastructure Dashboard

Tech Stack: HTML, CSS, JavaScript, Google Sheets

- Built an interactive HTML-based tracker consolidating data for 32 university partners with infra status badges, SharePoint links, PM details, seat counts, and issue remarks.
- Implemented localStorage persistence, CSV/JSON export, and mobile-friendly UI for CRM embedding.

ACHIEVEMENTS & LEADERSHIP

- Received a paid internship offer from Moolyead, gaining hands-on exposure to real-world software QA projects.
- Captain of the College Volleyball Team for two consecutive years, leading the team in inter-college competitions.
- Spearheaded a Rs. 10,000+ fundraising initiative for Sai Seva Trust, coordinating donors, volunteers, and outreach activities.
- Organized a large-scale student event in Warangal, managing event planning, budgeting, logistics, and team coordination.
- Served as HR Club President, successfully leading and organizing an industrial visit by coordinating with industry professionals.
- Awarded the Greater Leadership Award by NxtWave, recognizing exceptional leadership in managing pan-India campus operations and university partnerships across the NIAT network.

INTERESTS

Photography & Video Editing | Reading | Gaming | Event Planning