**Sikander B. Saeed** sikander.saeed@temple.edu

*Philadelphia | PA | 19122 | 610-390-3608*

**EDUCATION**

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration*Graduation: May 2026

**Majors**: Accounting and Management Information Systems | GPA: 3.8

**Awards**: Dean’s List: Fall 2022 – Spring 2023

**Relevant** **Courses**: Financial and Managerial Accounting, Digital Systems, Microeconomic Principles, Macroeconomic Principles

**SKILLS**

Software: Google Workspace, Microsoft Office, JavaScript, HTML, CSS, Salesforce

**EXPERIENCE**

TEMPLE UNIVERSITY, Philadelphia, PA August 2023 – Present

***MIS Information Technology Assistant***

* Facilitate comprehensive project plan management, document meeting minutes, and shadow a Senior Project Manager in 15+ projects with an Agile Methodology
* Collaborate with course coordinators to ensure productivity and project completion in a class of over 100 students
* Reinforce student understanding of CRM, ERP, cloud computing, and JavaScript topics

KNACK TECHNOLOGIES, Philadelphia, PA August 2023 – Present

***Tutor***

* Corresponded with students and facilitate proper understanding of course concepts and diligent completion of all course projects
* Ensure student comprehension and success in 10+ courses
* Communicate with students and address concerns in coursework or course materials

FEDEX GROUND, Breinigsville, PA June 2023 – August 2023

***Package Handler***

* Collaborated with senior management to improve productivity and efficiency at a global transportation and e-commerce company
* Ensured project completion and proper allocation of resources at a facility processing 30,000+ packages per hour
* Maintained proper safety and organizational measures in a team of 10+ people

**ACTIVITIES**

**Active Member**, Association for Information Systems August 2023 – Present

**Fundraising Committee Member**, Fox Accounting Association January 2023 – Present