

TAHA SABUWALA (BBA-Hons, PMP)

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Results-driven **Project Management and Marketing professional** with expertise in coordinating diverse Projects related to Information Communication Technology, Marketing Events, and Supply chain optimization for wholesale and retail operations. Proficient in delivering end-to-end project support, from initiation to successful closure, tracking measurable KPIs. Committed to going the extra mile to elevate customer experience.

CORE COMPETENCIES

Project Management | Problem solving | Risk Assessment | Supply Chain | Budgeting | Contract Negotiation | Events
Digital Marketing | People Management | Communication | Quality Control | Reporting | Business Intelligence

EMPLOYMENT OUTLINE

June 2024 – Dec 2024

Lucky Star Group, Dubai

Project Coordinator

- Coordinated end-to-end implementation of ICT and Smart home projects, comprising laptops, printers, peripherals, audio, video, and security surveillance. Conducted requirements gathering, prepared business proposal, scope document, elicitation, planning, procurement, logistics, deployment, quality control, and customer support.
- Developed and maintained detailed project schedules, collaborating with manufacturers, distributors, suppliers, and engineering teams to set realistic expectations and deliver as per agreed scope.
- Monitored project progress, inventory, and logistics operations, identifying potential risks or issues and developing mitigation strategies. Prepare and submit project reports to relevant stakeholders.
- Conducted regular site inspections, ensuring compliance with project specifications and minimal deviations.
- Ensured quality control by conducting system testing and adherence to project specifications.
- Foster productive relationships with customers, suppliers, and cross-functional stakeholders.
- Facilitated user acceptance testing and signoff, ensuring quality with satisfactory project closure.

Jan 2024- Mar 2024

DMCC Authority (Dubai Gov.)

Project Marketing Intern

- Supported the implementation of Project governance across major in-house events organized by DMCC Marketing Operations.
- Coordinated tasks related to targeted surveys, requirements gathering, and event logistics across multiple departments.
- Supported the planning and execution of marketing campaigns, including high-profile events and social media promotions.
- Maintained scrupulous records of project activities and meticulously monitored project progress
- Provided meaningful insights from data collected through customer leads and marketing events.
- Gained exposure to leading CRM and Marketing Analytics tools such as Power BI, Tableau, MYSQL, Visio, Zapier, HubSpot, Salesforce, and Super metrics to develop insightful analysis using data visualization.

Sep 2023 – Dec 2023

BubbleUp Marketing, Canada

Business Analyst

- Partnered with clients to understand brand objectives, document specific requirements, and liaised with the creative team to create customized websites and marketing campaigns tailored to their unique business goals.
- Conducted targeted market research based on trends and customer needs, supporting the business objectives.
- Work closely with the creative team to ensure consistency in content management, messaging, and adherence to brand guidelines.
- Perform data cleanup and analyze campaign performance, providing data-driven insights.

Sep 2022 – Dec 2023

Study Leave in Canada

Jul 2021 – Jul 2022

Lucky Star Computers, Dubai

Project Coordinator

- Supervised projects in Computer Infrastructure and digital media solutions from inception to completion.
- Accomplished timely completion of several high-value projects with retail, public, and private institutions.
- Maintained records of project activities, meticulously monitored project progress, recalibrated plans, and communicated status updates to stakeholders.
- Coordinated with various stakeholders, including engineers, technicians, subcontractors, and clients, to ensure smooth project execution.
- Conduct regular site meetings to review project progress, address concerns, and communicate effectively with the team. Build strong relationships with clients to ensure future business opportunities.
- Assisted in designing and implementing onsite and online retail display strategies, working closely with marketing and sales teams to optimize the customer experience in showcasing new products and accessories.

ACADEMIC CREDENTIALS

- **Postgraduate Diploma** in Business Analysis and Professional Communication (MacEwan University, Alberta, Canada, 2023)
- **Bachelor of Business Administration (Honors)**, Operations and Marketing (Heriot-Watt University, Dubai, 2021).
- **Project Management Professional** (Project Management Institute)
- Digital Marketing Expert (from LISRC & KHDA)
- Lean Six Sigma – Green Belt
- Public Speaking certifications (Toastmasters International)
- Certified Health and Nutrition Coach (ISSA, USA)
- English Proficiency Certification (IELTS 7.5)
- Project Management Tools: ClickUp, MS Project, Asana, Power BI, Tableau, MY-SQL, MS Access, MS Visio
- Design and Marketing Tools: Canva, Adobe Suite, SEMrush, Super metrics
- CRM and Collaboration Tools: HubSpot, Slack, MS Teams, Viva Engage, Zapier, SurveyMonkey
- Valid UAE Driving license with own Car

PERSONAL DETAILS

- Age: 25 years | Nationality: Indian (UAE Golden Visa)
- Languages: English, Hindi, Arabic, Gujarati
- Driving License: UAE, India | Address: Qusais, Dubai, UAE (effective 2007)

REFERENCES

1. Mr. Charles Tomas Thoren,
Head of Marketing Operations and Analytics
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2. Mrs. K.U. Shankari,
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