

MUHAMMAD DANISH SHEIKH *PMP*®

Project Manager with 6 years of industry experience dealing with Federal and State Government clients, an experienced professional writer with a background in customer service, marketing, and PR projects, participated in growth of business from 1.5M to 4.5M at various interval.

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EXPERIENCE

US COMPUTERS, INC (total six years)

Assistant Project Manager Technical Team

Feb 2021-August 2021

- Assisted technical project manager to ensure production of customized computer packages is integrated with appropriate assistive technology for clients with disabilities and meets company standards.
- Participated in technical and quality control team meetings, to collaborate on meeting the company deliverables and each project meets its project timeline.
- Maintained and assured exceptional technical support to federal and State Government clients and participated in making sure their technical inquiries are met according to work in progress limit and any bottleneck is cleared before it becomes an issue.
- Coordinated various stake holders at Department of Veteran Affairs and State Rehab Agencies which we served for the State of California, Florida, Texas, Arizona, Colorado and Nevada, by making sure that each disabled client is provided with a fully functional turnkey packaged system to meet their rehabilitation and procurement plan, so the client can utilize for their education and career goals to become a part of main stream society in most economical and timely manner.

Assistant Project Manager

Rehabilitation Liaison Officer (Remote)

June 2017 to Jan 2020

- Assisted Project Manager in providing proposals, quotes, bids/estimates, RFI/RFQ for customized products to Vocational Rehabilitation Counselors/contracting officers nationwide for Veteran Affairs State Rehabilitation Agencies.
- Involved in Team Management to ensure all products are customized/shipped as planned, kept in constant contact with senior management to provide status updates on various projects.
- Participated in Vendor Management to make sure all schedules of products and supplies are met.
- Participated in Budget Management to make sure all orders are placed by our purchasing department and are planned and scheduled according to the company's budget and client's requirement.
- Each uniquely customized computers package was configured and quoted with appropriate assistive technology, turnkey integrated for injured veterans who were being rehabbed and retrained at national level for the following states. Arizona, Arkansas, California, Colorado, Alaska, Indiana, Maine, Maryland, Nevada, Oregon, Florida, New York, Illinois, Michigan, Montana, South Carolina, Maryland, Kentucky, Louisiana, Wisconsin, and Texas.
- During my employment sales increased from 3.06 M to 4.45 million

EDUCATION

Project Management Professional

Project Management Institute (PMI) 2023
(PMP Certified #3713322)

Bachelors in Political Science

University of California, Davis 2019

CERTIFICATION

- Artificial Intelligence for Project Managers
- Project Management with Monday.com
- Agile Project Management with Jira Cloud:2 Lean and Agile Processes
- Six Sigma White Belt
- 20 Habits of Executive Leadership

Participated in providing customized products and solutions that covers the following disabilities:

- ❖ Learning and studying impairment
- ❖ Cognition/learning disabilities
- ❖ Speech impairment
- ❖ Physical access/back and movement impairment
- ❖ Vision impairment and blindness
- ❖ Psychological impairments/PTSD
- ❖ Deaf/hearing impairment deaf-blindness (combined vision and hearing loss)

Project Management Associate

Sales and Marketing

Jan 2014- Dec 2016

- Joined company as an entry level team member and within three months got involved with sales and marketing, ranked within the top associates.
- Implemented marketing and sales goals for the company by helping in various estimates and quotes and other bidding processes to acquire business and contracts for growth of the company, especially to Department of Veterans Affairs and State Rehabilitation departments of six states.
- During my employment sales increased from 1.5m to 2.2 million
- During my employment customer base expanded to 4 additional state's rehabilitation offices.

ROYAL IMPORTS

Procurement Associate

May 2022- Aug. 2022

- Worked on various areas of business development, procurement, bidding, arranging, sourcing, scheduling and delivery of various models of automobiles in a timely manner.
- Vendor Management and Client satisfaction, helped the company to acquire various car models to be resold to many local dealers.
- Contracting, purchasing, and negotiating with suppliers/seller, made sure all sellers are satisfied and are paid in a timely manner.
- Quality control, Inspection, and acquisition of vehicles
- Prepared paperwork for transfer of title from seller to the company in timely manner.

COSMOS MEDICAL SOLUTIONS

Administrative Assistant/Test Administrator **Nov 2020- May 2021**

- Co-led of a unique project for registering and testing citizens during the Covid pandemic, checking them in, communicating and distributing tests to the laboratory and also helping new hires learn the procedure.
- helped in ensuring that all covid test of hundreds of people are done correctly, continued the project enforcement until the Santa Ana Unified School District had reached a 99% negative testing rate.

ANTIMEDIA AND INDEPENDENT MEDIA

Content Manager and Supervisor

May 2015 to Dec 2018

- Active Journalist, dealing with writing and helping others create news stories covering a wide variety of topics/contemporary issues such as court cases, local California news public policy measures health and international humanitarian law
- Oversaw employees working on various writeup projects.

CAIR (Civil Rights Organization)

Project Intern Administrative

June 2016- Aug 2016

- Served as admin intern helping to manage the social media of the organization and create content for their campaigns and events
- Keeping communication with community organizers and local city politicians and the organization, as well as participating in many local initiatives and interfaith community events that brought elected officials and various members of the community together for dialogue
- Was awarded a certificate of appreciation as an intern for outstanding services

CALIFORNIA CLEAN MONEY CAMPAIGN

Volunteer at Political Action Committee **Feb.2016- May 2016**

- Worked on unique Project the California AB 700 Bill, (California Disclose Act), spreading awareness on contemporary issues of public policy, garnering support by communicating to California Voters at political rallies all over the state.

Participated with sales force team in sourcing and providing various unique products for the people with disability for company's clients in following areas:

- ❖ Self-care
- ❖ Positioning
- ❖ Access
- ❖ Augmentative communication
- ❖ Environmental control
- ❖ Assistive listening
- ❖ Visual aids
- ❖ Mobility
- ❖ Computer-based instruction
- ❖ Social interaction & recreation

SOFT SKILLS

- Problem solving
- Political and Cultural Awareness
- Communication
- Leadership
- Negotiation
- Adaptability
- Time Management
- Empathy
- Good Planner
- Liaoning
- Quality Assurance

REFERENCES

Available upon Request