

# N. T.

## Project Manager

Versatile project manager with a background in education, communications, and IT. Experienced in leading enterprise-level projects, including SharePoint migrations, Power Platform implementations, and AI adoption initiatives. Strong in stakeholder engagement, team coordination, and user training. Combines strategic thinking with hands-on leadership to deliver impactful business solutions.

### SKILLS

- Project Management
- Product Strategy & Roadmapping
- Stakeholder Engagement
- Team Leadership & Coordination
- Agile & Waterfall Methodologies
- SharePoint Migration & Implementation
- Power Platform (Power Apps, Power Automate)
- Microsoft Intune (MIP, MAM, MDM)
- Microsoft Copilot Adoption & Training
- Google Workspace Implementation
- Market & User Research
- Business Process Improvement
- Training & Facilitation
- Communication & Presentation Skills
- Change Management
- Problem Solving
- Cross-functional Team Collaboration
- Corporate Training & Adult Learning
- Business Development
- Franchise Operations

### CERTIFICATION



### EDUCATION

#### Bachelor Of Engineering (Computer Engineering)

University Of Technology  
(Master of Communication)

2010 - 2018

### LANGUAGE



### EXPERIENCES

#### ALFA CONNECTIONS PTE LTD

#### *SG Product Specialist/Project Manager*

September 2024 - Present

- Conducted market research to identify customer needs, industry trends, and competitive insights.
- Developed product strategies and roadmaps aligned with business objectives.
- Collaborated with cross-functional teams to design, develop, and launch new products.
- Monitored product performance and gathered user feedback for continuous improvement.
- Recommended product enhancements to improve usability, adoption, and market fit.
- Ensured product alignment with customer expectations and overall market success.
- Defined and scoped project objectives, deliverables, and success criteria.
- Created detailed project plans, timelines, and resource allocations.
- Led and coordinated cross-functional project teams to ensure on-time delivery.
- Tracked project progress, resolving issues and maintaining performance standards.
- Managed scope, schedule, and budget changes throughout the project lifecycle.
- Communicated project updates and outcomes to key stakeholders and leadership.
- Identified, assessed, and mitigated project risks and roadblocks.
- Ensured all deliverables met quality and compliance standards.
- Successfully closed projects and documented key learnings for future reference.

## Successfully Implemented Projects

- Project Manager for SharePoint On-Premises to Online Migration supporting 16,000 regional users.
- Project Manager for SharePoint Online Intranet Implementation across 64 departments region-wide.
- Project Manager for SharePoint Online Intranet Implementation for a statutory board.
- Project Manager for Power Platform eForm Implementation, delivering 10 electronic forms.
- Project Manager for Power Platform eForm Implementation, delivering 11 electronic forms.
- Project Manager for Microsoft Intune Implementation, covering MIP (Microsoft Information Protection), MAM (Mobile Application Management), and MDM (Mobile Device Management).
- Project Manager for Copilot Adoption, Training, and Deployment across 6 organizations.
- Training Lead for Copilot Adoption & Training across 8 organizations.
- Project Manager for Google Workspace Adoption and Implementation for 3 small and medium enterprises (SMEs).

## CONNECT WITH US

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sales@alfaconnections.com

### COMMUNICATION SKILLS TRAINING AND EDUCATION PROVIDER

***Business Development Manager (Franchising)***

July 2021 – June 2022

### CORPORATE TRAINING AND WORKFORCE DEVELOPMENT PROVIDER

***Corporate Trainer/Facilitator***

April 2020 – June 2021

### ARTISANAL BAKERY AND SOCIAL ENTERPRISE

***Director/Co-founder***

2011 – 2023

### MEDIA PRODUCTION AND CREATIVE SERVICES COMPANY

***Studio Manager***

2006 – 2007

### ARTS EDUCATION AND COMMUNITY OUTREACH ORGANIZATION

***Arts Manager (Arts Education)***

2003 - 2006

### GLOBAL COMMERCIAL AIRLINE CARRIER

***Flight Attendant***

1998 – 1999

### PREMIUM SPORTS AND RECREATION CLUB

***Marketing & Editorial Executive***

1996 – 1998