

Saba Waheed Chaudhry

Milton, ON | 905 462 6123 | waheed.saba@yahoo.com | linkedin.com/in/saba-waheed

Project Manager

Professional Summary

- Experienced Project Manager with demonstrated history of completing 38 project lifecycles
- Strong Accountancy, Finance and Audit educational background and professional experience
- Strong coaching experience and mentored over 50 finance professionals globally
- Undergraduate degree in Applied Accounting from Oxford Brookes University (UK)
- Software Skills: Proficient at MS Office and Familiarity with MS Project, SAP and Oracle

Core Skills

- | | |
|--------------------------------|------------------------------|
| • Financial Analysis | • Internal Controls Creation |
| • Business Analysis | • Stakeholder Management |
| • Budget Management | • Corporate Governance |
| • Waterfall Project Management | • Mentoring and Coaching |
| • Agile Project Management | • Data Analysis |
| • Enterprise Risk Management | • Cost Control |

Professional Experience

Project Manager

Khan Traders | Construction Industry | Pakistan

Oct 2019 – Oct 2022

- Managed 15 - 20 SME projects together and the budget of each project ranged from CAD 100,000 to CAD 250,000 along with completion and organization of project lifecycle in strategic business direction (initiation, planning, execution, control and closing)
- Devised project documents – project charter, project plan, budget, schedule and scope
- Enhanced communication between engineer project manager and directors throughout the project life cycle leading to 40% increase in productivity while leading multiple design teams
- Evaluated resource scheduling to refine corporate governance for daily operations while saving CAD 30,000 – 50,000 per project along with resolving conflicts and motivating teams
- Enforced 100% building codes of Lahore Development Authority with 0 default as business representatives along with human resource planning and designing learning content
- Sourced new suppliers and found replacements while ensuring that new materials met project budget along with 25% - 50% cost control focusing on relationship development
- Composed construction budget, cost control, balance sheet, cash-flow statement, profit/loss statement and other reports in compliance with financial policy, functions and regulation

- Established strategic, practical and cost-effective recommendations for internal technology process improvements among 6 departments and cutting down paperwork by 65% for business campaigns suitability, project risk, performance consulting and resource planning

Project Coordinator

Khan Traders | Construction Industry | Pakistan

May 2019 – Sep 2019

- Prepared contracts with architects, consultants, clients, suppliers and subcontractors
- Launched and implemented quality control programs documenting SOX walkthroughs while refining internal control processes and saved 55% time spent in daily operations
- Handled change orders of clients and budget review before order approval within 2 working weeks of project planning and strategic initiatives in a fast paced environment

Internal Auditor | Pakistan's Largest Fertilizer Manufacturing Company

Fatima Fertilizer Limited Company | Pakistan

Jan 2018 – May 2019

- Conducted Pre-Audit of payments and procurements per Audit Charter approved by Audit Committee and verified that 100% proper procedures were being followed and practiced
- Determined scope of audit assignments marked by manager, developed audit work plan, executed audit, discussed issues within team and received management response
- Built an extensive understanding of Enterprise Risk Management, participated in mapping of 85% process flows, identifying gaps in internal controls and finalized innovative SOPs
- Worked on Internal Controls research analytics aimed at identifying complex flaws and saving at least 25% cost in internal process of different companies in Fatima Group

Accountant

Jinnah Public School | Education Industry | Pakistan

Jan 2016 – Dec 2017

- Computed accounting transactions and handled monthly, quarterly and annual closing
- Created balance statement of financial position, cash-flow statement, profit/loss statement, bank reconciliation statements and other reports in compliance with financial policies
- Summarized budget on a weekly basis with adequate recommendations on 75% cost control

Mentor

Oxford Brookes University | Education Industry | UK

Jan 2020 – Present

- Mentored over 50 finance professionals via E learning for thesis based project of BSc in Applied Accounting from Oxford Brookes University

Education

BSc in Applied Accounting | Oxford Brookes University | UK

2016

Association of Chartered Certified Accountants | ACCA | UK

2016

PMP | In Progress

2023