

SARA KHALID

Delivery Project Manager

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SUMMARY

Dedicated and results-oriented Delivery Project Manager with a strong background in implementing innovative solutions to increase operational efficiency. Proven success in leading cross-functional teams to deliver impactful projects and consistently exceed quality standards. Adept at agile methodologies, project coordination, and software testing. An enthusiastic professional who is passionate about leveraging project management skills to make a meaningful contribution to a dynamic team working toward a common mission.

PROFESSIONAL EXPERIENCE

Delivery Manager

PaperTale Malmö, Sweden

📅 09/2022 - 12/2023

PaperTale is building an ecosystem that gathers and verifies supply chain data in real-time.

- Worked with the IT team to create a new PaperTale web portal, increasing department efficiency by 50%.
- Led a cross-functional team of 20 members to implement a new software system and mobile applications resulting in a 40% increase in operational efficiency.
- Increased team productivity by implementing agile methodologies, resulting in a 60% reduction in project timeline.
- Developing and delivering project status reports to senior management, providing them with accurate and timely information.

Senior Quality Assurance Specialist

- Led the quality assurance efforts for multiple software projects, collaborating with cross-functional teams to meet project goals.
- Implemented test management, resulting in a 40% increase in testing efficiency.
- Led a team of QA analysts, resulting in a 40% increase in productivity and a 30% reduction in defects.
- Creating and executing test cases while adhering to established software quality standards in general for measuring software quality.
- Identified and resolved critical issues in test processes, resulting in a 30% decrease in project delays.
- Consistently identified and documented 100% of critical defects, ensuring high quality deliverables.
- Performed manual testing activities, ensuring project timelines and quality standards were met.

York Stream Technologies Limited

📅 07/2020 - 08/2022

Worked as a Project Coordinator, Senior Quality Assurance Specialist and Social Media Strategist

BTech Group

📅 07/2019 - 06/2020

Worked as a Project Coordinator and Social Media Strategist

Chinar Resorts

📅 06/2019 - 07/2019

Worked as a Social Media Strategist

EDUCATION

Master of Science (MS) in Project Management

Bahria University Islamabad, Pakistan

📅 08/2020 - 03/2022

ACHIEVEMENTS



Selected Delegate for Harvard University Model United Nations

Selected as a delegate for Harvard University Model United Nations held in Boston, USA in 2019.



Operational Efficiency Improvement

Led a team to implement new software and mobile applications resulting in a 40% increase in operational efficiency.



Agile Methodologies Implementation

Implemented agile methodologies, resulting in a 60% reduction in project timeline and increased team productivity.



Increased Department Efficiency

Increased department efficiency by 50% through the creation of a new PaperTale web portal.

KEY SKILLS

Primavera(P6)

JIRA

Clickup

Microsoft Office software

Trello

PR Management

Research and Analytical abilities

Social Media expertise

Training and Coaching

Strong Communicator

EDUCATION

Bachelors (Hons) of Social Sciences (Majors: Development Studies)

Bahria University Islamabad, Pakistan

📅 09/2015 - 06/2019