SAKINA MOHAMMED ATTAR

732-353-2353   
 sakinampm@gmail.com

SKILLS

**Project Management**: Project Scope Definition, Project Timeline Estimation, Risk Management, Contingency Planning, Agile Methodology, SharePoint, MS Project, Jira, Trello, ACTi TIME (Kanban), Stakeholder Management, Strategic Meetings, Change Management (ADKAR model), Gantt Charts

**Quality Analysis**: Quality Assurance Operations, Pareto Analysis, Fishbone Diagrams, Flow-Charts, Control Charts, Root Cause Analysis (RCA), Process Mapping, Failure Mode and Effects Analysis (FMEA), Value Stream Mapping (VSM), Time and Motion Study, Six Sigma, Lean Methodologies

**Finance and Internal Audit**: Credit Ratings, Market Research, Sectorial Analysis, Financial Data Integrity Checks, Compliance Checks, Compliance with ISO Standards, Supplier Invoice Checks, Office Memo Audits, Travel and Entertainment Expense Audits, Compliance Policy Updates

**Software and Tools**: Advanced MS Excel, Citrix, Rating Gateway, Core, SAP, Sprinter, Navision, S&P, RAD tool, Rating Ops Workflow, Crisil Research, Visio, MS Office Suite (Excel, Word, PowerPoint, Tableau, Power BI, SQL

**SDLC Methodologies**: Agile-Scrum, Waterfall, Water-Scrum Fall, Kanban

**Business Analyst Skills**: JIRA, Power BI, Tableau, SQL, SAP, Visio

**Certifications**: Master of Science in Project Management (MSPM), Certified Scrum Product Owner (CSPO)

WORK EXPERIENCE

# Program Manager (Client - Spirit Aero Systems) Wichita, Kansas April 2024 – Present

*◦◦ Facilitated* daily cross-functional meetings to synchronize Nacelle production and ensure timely engine delivery for Rolls-Royce.

* + Led IPTs to achieve program objectives, ensuring optimal resource allocation and cost-effectiveness.
  + Developed and maintained program baselines, including schedules, budgets, and requirements.
  + Implemented disciplined change control processes and oversaw product/process qualification and verification.
  + Managed stakeholder needs, fostered communication, and ensured program alignment.
  + Oversaw functional efforts, ensuring qualification of materials, processes, and suppliers.
  + Led a cross-functional investigation with the quality team to determine the cause of a non-conforming part being installed in an engine. Also, Collaborated with the quality team to conduct a root cause analysis (RCA) and develop an Ishikawa diagram to identify the source of a tagged part being used in engine assembly.
  + Spearheaded war room and IPT discussions to problem-solve open action items and anticipate future challenges impacting project goals.
  + Coordinated with Supply Chain Management on supplier selection and oversight.
  + Utilized standards and best practices to optimize IPT and cross-IPT integration.
  + Proficient in MS Office Suite (PowerPoint, Excel with advanced functions). Also, Excellent written and oral communication skills, adept at crafting executive-level presentations.
  + Developed and Presented progress reports, performance data, dashboards, and process improvement recommendations to senior leadership and stakeholders/clients.

# Project Manager (Client - Changing the Present) NYC, New York June 2023 – Feb 2024

* + Drive development and launch of impactful products creating positive social change at Changing the Present. Collaborate cross-functionally to define strategies and deliver innovative solutions.
  + Created a data collection platform utilizing Ragic, streamlining task form collection from subscribed users and increasing data accuracy by 25%.
  + Created a Google Slide defining business requirements for the “Profile for Humanity” project, expediting freelancer selection, and saving 10 hours of team time
  + Created a statement of purpose (SOP) document or requirements template from scratch containing all the information needed to satisfy the project.
  + Developed and Presented progress reports, performance data, dashboards, and process improvement recommendations to senior leadership and stakeholders/clients.
  + Expertise in gathering, analyzing, and documenting business requirements and developing Business Requirement Documents and Functional Requirement Documents.
  + Revolutionized the project through Aasna.
  + Cleaned and transformed data to improve the quality of data analysis.
  + Ensured to adhere to the data security policy of the organization.

# Project Manager (Client-Biogen Ltd) Cambridge, MA January 2022 – June 2022

* + Spearheaded a global awareness initiative using a tracker for Lupus disease, targeting specific demographics. Implemented strategic timelines and coordinated with cross-functional teams for precise execution.
  + Defined project scope, set milestones, and timelines, consistently updating the leadership team and adapting strategies based on feedback for punctual completions.
  + Expertly utilized project management tools like Risk Register, Smart sheets, MS Office Suite (Excel, PowerPoint, and Word), SharePoint, Gantt Charts and Dashboards to deliver insightful reports for senior management on project progression.
  + Established transparent communication channels, predominantly through SharePoint. This approach ensured regular status updates and facilitated stakeholder queries, fostering an increase in stakeholder satisfaction and engagement.
  + Leveraged Agile practices, including Scrum and Kanban methodologies, resulting in a 20% surge in project efficiency. Displayed adept problem-solving and decision-making skills, crucial in resolving issues, overseeing budgets, and optimizing resource allocation.
  + Emphasized continuous improvement, time management, and collaboration while working with cross-functional teams, underlining a holistic approach to project management and execution.

# Project Manager *|* Standard and Poor’s Ltd (CRISIL Ltd) September 2018 – December 2020

* + Orchestrated pivotal project management tasks using MS Project, SharePoint, and MS Office Suite. Defined project scope, milestones, and timelines, integrating robust risk management techniques.
  + Developed a department-wide quality evaluation system, leveraging Agile-Scrum, Waterfall, Water-Scrum Fall, and Kanban methodologies. Utilized Visio, Power BI, Tableau, and Gantt Charts for comprehensive data insights and MIS reporting.
  + Ensured pristine data integrity by scrutinizing analytical notes, particularly Rating Rationales & Credit Rating Reports for mid-Corporate and Large Corporate Groups.
  + Initiated the Analytical Quality Board (AQB), organized the Best Analyst Contest, and curated training modules to elevate analytical, process, and data quality scores.
  + Contributed to the Ratings Round-up, correlating rating actions with economic trends, and executed rigorous market research and sectorial analysis to assess impacts on CRISIL’s portfolio.
  + Collaborated with key stakeholders & external partners on product KPIs, ensuring transparent communication around project scope, timelines, and risks.

# Business Analyst (Rating)/Project Manager *|* Standard and Poor’s Ltd (CRISIL Ltd) August 2014 – August 2018

* + Directed a team in optimizing credit rating processes, crucial to S&P’s market standing, utilizing skills in business analytics and continuous process enhancement.
  + Bolstered credit rating consistency by conducting detailed quality assurance reviews and identifying high-risk areas, thus preempting potential discrepancies.
  + Executed profound market research and sectorial analysis with a fusion of internal and external data, studying the consequential impacts on CRISIL’s portfolio.
  + Steered a comprehensive review and enhancement of data quality, utilizing methodologies like FMEA, VSM, flow chart, and time & motion study, leading to

Process standardization and an uplift in overall quality metrics.

* + Revolutionized the Lookback project through JIRA and PowerBI; introduced software innovations slashing transaction time from 50 minutes to 10, and managed change management using the ADKAR model.
  + Engaged with S&P clients, addressed regional errors, and conducted sampling of data across regions like EMEA, US, APAC, ensuring stringent quality checks and compliance policies are maintained.
  + Facilitated release planning, sprint planning, backlog grooming, retrospective, and daily scrum sessions using JIRA; coordinated release planning for multiple projects within predetermined sprints.

# Business Analyst (Quality) - WNS Global Services Pvt Ltd August 2011 – June 2014

* + Upheld ISO standards through consistent FMEA processes reviews, employed root cause analysis on pivotal errors, and managed the Customer Comeback Resolution Procedure across diverse regions.
  + Launched a tool detecting duplicate data across sectors such as UK, IE, and FI. Steered quality assurance operations within the Finance and Accounts department, reinforcing Invoice Processing and Vendor Maintenance standards per ISO guidelines.
  + Orchestrated interdepartmental synergies, leveraging Six Sigma and Lean Methodologies. Applied tools like time & motion study and harnessed platforms like Brainwaves, Fusion, and Kaizen to realize Quality Net Savings (QNS).
  + Championed data security protocols, aligning with the company’s rigorous data protection policy, ensuring confidentiality of integral business data.
  + Extended comprehensive analysis support using Pareto analysis and Value stream mapping, leading brainstorming sessions and integrating Six Sigma and Lean approaches for operational enhancements.
  + Prioritized continuous process enhancement employing Fish Bone diagram, Flow charts, Control Charts, and software tools like Visio, MS Excel, MS PowerPoint, Critrix, SAP, and Navision in process optimizations.

EDUCATION

# Northeastern University, Boston, MA, USA January 2021 – March 2023

*Master of Science in Project Management (Concentration - Business Analysis and Leadership)*

# The University of Mumbai, India April 2008 – June 2010

*Master in Accounts and Finance*