

NATASHA KHAN

Phase 2, Lot 22, Buena Vista Gardens, Tumpuna Road, Arima
Tel: 664-1208; Mobile: 783-9563 / 296-0807; Email: tasha_khan@hotmail.com

Personal Profile

Dynamic project leader possessing a consistent track record of improving business performance and increasing efficiency to budget and tight time lines. Having an active commitment towards continuous improvement and comfortable working in results oriented work environments. An easy going individual who enjoys challenging and diverse roles and is confident working with technical experts from any industry. Seeking project management opportunities with an organization that rewards effort and initiative in which implementation and delivery of such efforts are supported.

Academic Qualifications

- Project Management Professional (PMP) Certification – **Examination carded for September 19th 2014**
- MBA - Heriot-Watt University, Edinburgh Business School (UK)
- B.SC. Degree in Management Studies (2nd Class Honours) – UWI, St. Augustine

Certifications

- Conflict Resolution Management – HRMATT
- Introduction to Industrial Relations – Cipriani Labour College
- Emotional and Social Intelligence – ROYTEC
- Project Management for Business Professionals – School of Business & Computer Studies
- Internal Quality Auditor Training – Goal Point Services Limited

Project Management Skills

Identifying projects scope & deliverables	Project planning and budgeting
Evaluating projects	Monitoring performance & assessing results
Knowledge of quality assurance issues	Providing leadership and direction to teams
Risk management and strategic planning	Knowledge of project management techniques

Personal Attributes

- Able to direct multiple teams, projects and locations simultaneously
- Excellent documentation & report writing skills
- Strong attention to detail and focus on task completion
- Superb communication skills and able to articulate technical jargon to a non-technical audience
- Able to gain results through others
- Resourceful creative problem solver

Work Experience

Assistant Manager, Performance Monitoring and Evaluation (PME)

National Training Agency, OJT Programme April 2012 – Present

Responsible for moving the On the Job Training (OJT) programme toward a structured system of managing performance for results.

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Duties:

- Manages the work of a team of Senior Coordinators of the 5 regional offices (including Tobago)
- Manages the work of a team of Training Specialists who are charged with the responsibility of designing and developing training programmes for trainees on the programme
- Manages the work of all Field Officers through the regional offices
- Provides strategic direction to the PME unit and the Programme (with the other Assistant Managers)
- Ensures compliance to policy, procedures and guidelines for efficient operations of the OJT Programme
- Develops, implements and monitors operational policies and procedures at the OJT's head office, Regional offices and Sub-Regional offices through the development of operational policies and procedures
- Co-development of strategic plans, work plans, action plans for the OJT Programme
- Engages in Training & Development activities to build the capabilities of staff assigned to the unit
- Engages in Process Re-Engineering techniques

Achievements:

- Project coordinated, monitored and supervised the OJT Week 2013 event
- Project lead for the development of Occupational Standards and for the OJT Media Sector
- Project lead for the implementation of a Tracer Study on OJT graduates for a five year period
- Project lead for the development of a proposal for implementation of the CVQ within OJT
- Participated in Change Management strategy development to support changing needs of the OJTP
- Developed and implemented a Work Schedule Operating Procedure for all Field Officers
- Designed Training Plans for use by Trainees and Training Providers
- Revised Reimbursement Claim Form for Training Providers in the Private Sector
- Developed a Reimbursement Claim Process Guideline Procedure
- Designed and implemented monitoring and evaluation tools for all Field Officers
- Conducted orientation and team building workshops for all field officers with a focus on customer service, business etiquette, understanding their roles, effective communication, etc
- Conducted a time and motion study to determine effective planning and scheduling of field work activities for officers within the unit and to justify staffing recommendations
- Contributed to the creation of the OJT webpage on the corporate website
- Development of a draft proposal document for CVQ Implementation within the OJT Programme

Project Coordinator

RBC/RBTT Caribbean Limited October 2011 – April 2012

Overseeing and coordinating the day to day running of projects by assisting project managers and senior managers

Duties:

- Developed and managed project schedules as per clients' requirements through interfacing with the Program Manager, Project Manager and various Program Team Members
- Facilitated on-time and efficient completion of projects by understanding critical activities and alerts
- Assessed and tracked schedule risks, opportunities and lessons learnt throughout project life cycle
- Designed key artefact documents, e.g. Project Charter, Project Management Approach, Responsibility Matrix for approval and dissemination to all project stakeholders

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- Chaired in Project Operation Group (POG) meetings and provided project updates to Executive Steering Committee (ESC)
- Coordinated Stakeholder/Consultant meetings and Training Sessions for implementation of project procedures
- Coordinated Business Requirements review sessions at critical stages of the project life cycle
- Coordinated the interfaces of Service Delivery, Change Management, Compliance, etc, as required by the needs of the project
- Managed all project documentation via Share Point portal

Senior Project Administrator

Genivar Trinidad & Tobago Limited

February 2006 – October 2011

Coordinated technical and administrative services on various projects within the construction industry through a team of Project Administrative staff.

Duties:

- Managed the daily operations of the administrative group, on site and off site, within the Project Management Unit (including Tobago)
- Monitored staff and team performance of the administrative group
- Managed and maintained electronic, web-based project archives which included managing and tracking of extensive project documentation
- Collaboratively developed Project Manuals for various projects
- Managed successful relationships with sub-contractors and associate contractors
- Prepared, reviewed, and issued project cost and schedule reporting
- Tracked and reported labor, material, and project costs
- Tracked and updated all deliverable continuously throughout the project and gave feedback to team
- Assessed schedule risks, opportunities and feed information.

Interests

- Reading
- Sports - Swimming, Running, Aerobics, Kayaking
- Travelling and Sight Seeing

References

Ms. Nadia Ali
HR Officer - Planning, Training & Development
Phoenix Park Gas Processors Limited
Contact: 636-1522 Ext. 486

Mr. Kedelle Greaves
Manager – Budgeting, Forecasting & Planning
B-Mobile, TSTT
Contact: 737-7561

Ms. Nicole Murray
Senior Professional (Human Resources)
National Information and Communication Technology Company Limited
(iGovTT)
Contact: 682-1174