

# IDRIS AMUSA (MBA, PMP®, CBAP)

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## PROFESSIONAL SUMMARY

Experienced project manager with a decade of success in delivering complex projects on time, within budget, and to the satisfaction of clients. Expertise includes project planning, resource allocation, risk management, and stakeholder engagement. A proven track record of collaborating with cross-functional teams throughout project lifecycles. Actively pursuing a challenging project management role to leverage skills in planning, organizing, and executing projects. Committed to driving business growth, achieving organizational objectives, and surpassing customer expectations.

## SKILLS

- Strategic Project Management: Project planning, control, and execution
- Excellent use of internet, emails, MS Office Excel, Word, Outlook, Project, Adobe, and other PM software and tools
- Impeccable organizational, interpersonal, motivational, and leadership skills
- Excellent communication and presentation skills
- Agile Project Execution and Quality Assurance Excellence
- Strong analytical, problem-solving, and decision-making abilities
- Risk assessment and mitigation
- Time management, Resource Optimization and multitasking
- Cross-functional Collaboration and Stakeholder Engagement
- Scope, time and change management

## EDUCATION

- **Graduate, Master of Business Administration – MBA (Distinction)** 12/2020  
Human Resources  
Ahmadu Bello University - Zaria, Nigeria
- **Graduate, Bachelor of Science** 12/2009  
Chemical Engineering  
Kwame Nkrumah University of Science Technology - Kumasi

## CERTIFICATIONS

- **CBAP** – Certified Business Analysis Professional (Certificate no.: 63626792) 12/2022
- **PMP** - Project Management Professional (Certificate no.: 3143907) 09/2021

## WORK EXPERIENCE

**Project Manager** 08/2017 to date  
**Honeywell**

- Led cross-functional teams in the planning, execution, and successful delivery of over 15 projects worth about \$200 million, meeting all project objectives and exceeding client requirements and expectations.
- Managed a cross-functional team of 22 project members, providing guidance, support, and performance feedback to optimize productivity and deliver exceptional results to customers.
- Develop and manage project plans, including scope definition, work breakdown structures, schedule, budget, and resource allocation, leading to effective project execution.
- Monitor project progress, identify risks, and implement appropriate mitigation strategies to guarantee on-time and on-budget delivery.
- Manage project budgets, track expenses, and conduct financial analysis to establish cost-effectiveness and maximize project outcomes for clients.

- Conduct regular status meetings, provide progress reports, and facilitate excellent communication between team members and stakeholders, leading to project success.
- Negotiated contracts and managed vendor relationships, ensuring timely delivery of services and adherence to quality standards while exceeding client expectations.
- Conduct post-project evaluations to identify lessons learned, improve the customer experience, and implement process enhancements for future projects.

#### **Project Manager (Construction)**

06/2012 to 07/2017

##### **Solvheck Limited**

- Led the successful completion of twelve multimillion-dollar construction projects worth about \$210 million, achieving milestones ahead of schedule and within budget.
- Oversaw all project phases, including planning, design, procurement, construction, and closeout, providing seamless coordination and execution.
- Implemented strategic project management methodologies, resulting in a 20% improvement in project delivery efficiency and improved customer satisfaction.
- Cultivated and maintained strong relationships with clients, architects, subcontractors, and regulatory authorities, ensuring a collaborative and productive working environment.
- Developed and managed project budgets, consistently achieving cost savings through effective resource allocation and negotiation with suppliers.
- Implemented rigorous safety protocols, resulting in zero workplace accidents on multiple projects.

#### **Project Coordinator (Construction)**

10/2011 to 05/2012

##### **Solvheck Limited**

- Orchestrated the seamless execution of three concurrent projects, consistently delivering on-time and within-budget results while surpassing customer expectations.
- Spearheaded the coordination of multimillion-dollar construction projects, demonstrating meticulous attention to detail and ensuring all aspects of projects were executed within established timelines and budgetary constraints.
- Actively facilitated clear and concise communication channels among project team members, subcontractors, and stakeholders, fostering a collaborative work environment that contributed to successful project outcomes.
- Maintained an impeccable record-keeping system for project documentation, including contracts, drawings, and permits, ensuring accessibility and compliance with industry regulations.
- Orchestrated the development and ongoing refinement of comprehensive project schedules in collaboration with project managers, resulting in a 15% improvement in project delivery timelines.
- Implemented rigorous project expense monitoring procedures, meticulously processing invoices, and enforcing budgetary compliance, contributing to substantial cost savings.
- Conducted regular on-site inspections, proactively identifying and swiftly addressing potential issues to uphold and surpass stringent quality standards.

#### **TRAININGS**

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| • Microsoft Office suite (MS Word, MS Excel, MS PowerPoint, Outlook) | 2023 |
| • Diploma in Customer service  | 2023 |

#### **ADDITIONAL INFORMATION**

- English language – Fluent
- French language – Beginner

#### **REFERENCES**

Available upon request