

Amber Khalid

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PROFILE

I am a seasoned professional with significant experience in project and product management, research and reporting to executive management as well as experience in business intelligence including data analysis, data visualization and database management and digital transformation. I have worked both in private as well as development sector including the Global Fund to Fight AIDS, Tuberculosis and Malaria. I am a highly driven and motivated team player with a strong work ethic and positive attitude who thrives in a challenging and pressure-filled environment. I have had the privilege to work within cross cultural international teams across Pakistan, United States of America, Canada, Switzerland and United Arab Emirates.

PROFESSIONAL EXPERIENCE

Research Associate

Middle East Global Advisors, Dubai, United Arab Emirates

April 2019 – Mar 2020

- Team Leader for data management, analysis and visualization using Tableau for stakeholder management.
- Built and maintained strong relationships with senior management across large financial institutions in the MENA region for Islamic and ethical finance.
- Conceptualized new events/conferences by staying abreast of industry trends and the competitive landscape in the Middle East and North Africa (MENA) region.
- Oversaw all aspects of conference production ranging from agenda and speakers, marketing, sponsorship, and delegates acquisition.

Strategy Consultant

ServeAid Pharmacies, Remote, Pakistan

Jun 2016 – Mar 2019

- **Project Manager** for province wide digital transformation project of the 50 branches across the Punjab province and prepared reports on the findings for risk monitoring and budget reallocations by senior management.
- Coordinated with project managers to define monthly, quarterly and yearly targets for the projects and maintaining controls to ensure all targets are met and created clear cut stats outlines for management reviews.
- Presenting actual vs planned revenues to the senior management in weekly business review meetings
- Assisted in enterprise-wide financial planning, forecasting and budgeting process as well as tracking profit vs. cost and prepared variance analysis for senior management.
- Assessed potential impacts of risk of specific vendors and provided recommendations based on results.
- Undertook a quantitative and qualitative risk analysis of stock overtime to determine if, when and what medication was required more in certain regions or seasons to maintain accurate supply chain.
- Analyzed risk of drug seeking behavior/fraudulent sales of medication by comparing sales activity against actual prescriptions.

Digital Transformation Manager Enterprise Spend Analytics

The Bank of Nova Scotia, Toronto, Canada

May 2015 – Apr 2016

- **Project Manager** leading the **business integration function** of the different streams of the vendor management business of the bank (including data analytics, contract management, vendor risk management, and strategic sourcing) into a single and newly acquired vendor management platform called iValua. This included working with relevant stakeholders on the architecture, design, development and implementation of the final project.
- Led the collaboration efforts between integral business partners and stakeholders (including sales, marketing, legal, compliance, audit, etc.) to ensure integration of **user requirements** as well as optimized alignment of process, definition and validation of **technical requirements** included in **software architecture** for the new platform from onboarding to the **completion of the life cycle**.
- **Project Manager for rollout** and subsequent adoption/implementation of iValua (spend analytics module) to national and international locations working in conjunction with IT and other major bank departments. Deliverables included but were not limited to functional design, technical design, data quality review and final implementation after robust end user testing as well as training of users.
- Liaised with marketing team to create **consistent message** and standardized interface for value propositions

delivered to coverage teams. Ensured all client communication was delivered in a timely manner.

- **Data steward** for bank spend data and super user of the spend analytics module of iValua responsible for the formulation of the **organizational data model** to ensure accurate data migration activities from the old sources to the new system.
- Responsible for supporting Director in liaising with stakeholders and senior management on category strategy formulation, identifying key spend areas/savings opportunities and providing **high-level customer service** on spend enquiries
- Responsible for providing assistance to the Sourcing team with their data queries as well preparation of RFPs and compiling and preparing scoring sheets of RFPs.
- Responsible for preparing **user documentation** including policy, procedures, user accessibility, process maps and training material for the new users to ensure a smooth changeover to the new system.
- Responsible for developing standard reports and dashboards in Ivalua available for internal partners and stakeholders.
- Responsible for preparation of the yearly “spend map” which was used by the senior management including CFO to make decisions regarding bank spend activities for the subsequent year.
- Responsible for hiring eight analysts a year for the team, to manage them and assign them tasks over the duration of their employment as well as their annual performance management reviews

Program Manager/Analyst

Sep 2013 – May 2015

The Bank of Nova Scotia, Toronto, Canada

- Led the effort for the consolidation and uploading of internal bank spend received from 11 **Accounts Payable** systems (approximately \$500 million spend amount) into Access database and resolving all data related issues including data quality, validation and code maintenance.
- Provider of key information to support decision-making of senior management through regular reporting on internal bank spending.
- Department expert on spend data, in charge of providing analytics and research and reporting support on all sourcing and/or internal spend analysis projects.
- Responsible for change requests and improvements to spend database and corresponding upload and report features.
- Responsible for developing standard reports and dashboards available for internal partners and stakeholders.

Consultant/Analyst

Jun 2010 –Apr 2011

The Global Fund to Fight AIDS, Tuberculosis & malaria, Country Programs Division, Grant Management Support, Geneva, Switzerland

- Supported the work streams of Portfolio and Implementation Committee of Global Fund through research, review and quantitative analysis of current policies as well as drafting decision papers with literature reviews and recommendations for policies to be introduced by the PIC or the Board. Deliverables included but were not limited to issue briefs, opinion pieces, articles, briefing materials, grant agreements/proposals.
- Conducted an evaluation of the efficiency and effectiveness of consultancy services used for diagnostic and remedial actions in Global Fund supported programs.
- Supported the 2010 Global Fund budget review and 2011 budget planning

Senior Financial Advisor, JS Global Capital Limited, Lahore, Pakistan

Dec 2006 –Aug 2008

- Provided customized investment strategies for portfolios of high net-worth individuals and institutions

Financial Analyst, Cheslock Bakker and Associates, LLC, Stamford Connecticut, USA

May 2005 –Nov 2006

- Conducted valuations of potential investments of CBA in debt and in equity and provided analytical support for existing investments of CBA including CBA generated Asset backed securities

EDUCATION

Certifications: Advanced Google Analytics;

Sept 2021

Oracle Cloud Infrastructure Foundations Associate;

On-Going

Oracle Cloud Database Migration and Integration 2021 Specialist;

On-Going

Oracle Cloud Platform Enterprise Analytics Specialist Certification;

On-Going

SalesForce Admin (Beginner and Intermediate)

Python for Data Science & Machine Learning; Tableau Training, SQL for Data Analytics

2021 - Present

Master of International Studies**2008 – 2010**

Institut de hautes Études Internationales et du développement, Geneva, Switzerland

- Honour Student: Awarded complete scholarship for outstanding academic achievement

Bachelor of Arts, *Cum Laude*, Economics & International Relations 4.0/4.0**2001 – 2005****Franklin and Marshall College**, Lancaster, Pennsylvania, United States of America

Omicron Delta Epsilon Economics Honour, Skull & Crown Sophomore Honour, International Student Honour

Minnie Zeid Memorial Economics Prize

2005**Oxford University**, Oxford, England**2003****SKILLS & INTERESTS**Technical Skills –**SQL, VBA, Python, Salesforce, Tableau, Bloomberg**, PeopleSoft, Advanced Microsoft Office (**Excel**, PowerPoint, Word, **Access**),

Languages – English, Urdu, Hindi, French (Intermediate), Arabic (Basic)