

Saba Hanif

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Profile

Strategic and resourceful Project Management graduate with a proven track record in team supervision, cross-functional coordination, and process improvement across academic and corporate settings. Skilled in MS Project, Asana, data analysis, stakeholder engagement, and performance monitoring, with a reputation for composed, people-centric leadership and conflict resolution.

Professional Experience

04/2025 – 07/2025 Islamabad, Pakistan	Supervisor <i>Alpha Media</i> • Supervised 150+ sales associates and 4 team leads, elevating team performance by 90% through onboarding, KPI-based scheduling, and real-time monitoring. • Increased new hire productivity by 30% and improved coverage efficiency by 20% through targeted training and optimized resource planning. • Tracked daily campaign metrics, resolved operational issues, and improved internal communication satisfaction by 75% via executive-level reporting. • Conducted candidate interviews and resolved team conflicts, reducing turnover and strengthening overall team cohesion.
11/2023 – 11/2024 Islamabad, Pakistan	Teaching Assistant & Admin Officer <i>Islamabad Bahria University</i> • Coordinated academic planning, scheduling, and course delivery while addressing student queries across departments. • Organized academic and corporate events, overseeing logistics, documentation, and stakeholder engagement. • Maintained academic records and optimized document workflows to support timely decision-making. • Acted as liaison between faculty, students, and administration, resolving concerns and ensuring policy compliance.

Education

02/2023 – 08/2024 Islamabad, Pakistan	Masters/ MS Project Management <i>Bahria University</i> CGPA 3.85 Thesis: Impact Of Passive Leadership on Project Success Through the Mediation of Emotional Exhaustion: Moderating Role of Mindfulness
08/2018 – 08/2022 Islamabad, Pakistan	Bachelors/ BS Economics & Finance <i>Islamic International University Islamabad</i> CGPA 3.76

Skills

Project Management	● ● ● ● ●	Cloud-Based Tools (Google Workspace, Microsoft 365)	● ● ● ● ●
Process Improvement & Operational Efficiency	● ● ● ● ●	Project Management tools (MS Project, Jira, Asana)	● ● ● ● ●
Data Analysis & Reporting	● ● ● ● ●	Documentation Management	● ● ● ● ●
Task Management	● ● ● ● ●	Leadership & Team Supervision	● ● ● ● ●
Conflict Resolution	● ● ● ● ●	Analytical & Critical Thinking	● ● ● ● ●
Team Collaboration	● ● ● ● ●	Problem Solving	● ● ● ● ●
Stakeholder Engagement	● ● ● ● ●		

Languages

- English
- Urdu
- Punjabi

Certificates

Mastering Data Analysis Using Microsoft Excel
(31st January, 2025) | online course- Alison

Volunteering and University Projects

- **Teletaleem Case – MS Project Simulation** Applied real-time organizational data to schedule tasks, allocate resources, and track progress using MS Project.
- **Asana Peer Training** Conducted practical training sessions to improve academic team collaboration and task tracking using Asana.
- **University Donation Drive** Raised PKR 350,000 for an orphanage and reduced project costs by 15% through efficient planning and task management in Asana.
- **Thesis Support** Supported peers in data collection and analysis, ensuring timely and accurate thesis submissions.

Reference

Available upon request