

# Maham Khalid

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## Profile

Master's graduate in Project Management (Distinction) with Bachelor's in Environmental Science, combining academic excellence with hands-on experience in project delivery and cross-cultural collaboration. Skilled in quality assurance, risk management, and team coordination. Passionate about contributing to Equinor's energy transition through innovation and continuous learning.

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## Education

**Master of Science in Project Management** | Bahria University, Pakistan | 2018-2020  
*Graduated with Distinction (87.5%)*

- **Thesis:** ATM Deployment Project for U Microfinance Bank - Led end-to-end infrastructure deployment in underserved communities
- Coordinated cross-functional teams (IT, Logistics, Operations) and managed multi-stakeholder engagement
- Developed risk mitigation strategies and contingency plans for complex operational challenges

**Bachelors in Environmental Science** | Bahria University, Pakistan  
Sep 2014 – July 2018 | GPA: 82.5%

- Relevant Coursework: Climate change policy, sustainable resource management.
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## Professional Experience

**Team Leader (Basseleder) – SFO** | Bærum Kommune  
August 2025- Present

- Manage and supervise a team of SFO assistants, ensuring effective daily operations.
- Plan and deliver engaging weekly programs, including educational activities and excursions. Communicate plans and updates to parents, fostering strong relationships between school and families.
- Lead and manage projects aimed at improving program quality and enriching the children's experience.

**Teacher Assistant & SFO Assistant** | Bærum Kommune  
March 2025 - August 2025

- Planned and led engaging activities for children in the after-school program, managing the daily schedule and group dynamics.
- Kept track of how children were participating and progressing, sharing observations and updates with teachers and program coordinators.

- Helped maintain a safe, welcoming, and organized environment for everyone by consistently following school guidelines and safety practices.

### **Independent Project Manager & Creative Professional | Self-Employed**

Oct 2023 – Dec 2024

- Successfully delivered 6+ end-to-end publishing projects with 100% on-time completion rate
- Developed comprehensive project roadmaps using Trello, defining scope, milestones, and resource allocation
- Managed vendor relationships across printing, distribution (Amazon KDP), and editorial services
- Implemented rigorous quality assurance processes ensuring consistency across print and digital formats
- Leveraged Adobe Creative Suite and project management tools to optimize workflows and enhance productivity
- Identified and mitigated project risks including scheduling conflicts and technical challenges

### **2020- 2023 : Career Break – Parental Leave & Childcare**

*I took time off for childbirth and I chose to spend these years raising my daughter and being fully present in her early childhood.*

This experience strengthened my ability to adapt, stay resilient, and balance multiple responsibilities, while also deepening my sense of empathy and patience—qualities I now bring with me into my professional journey.

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## **Certifications**

- IT Project Manager Professional Certificate | IBM (Dec 2023)
  - Introduction to Project Management
  - Project Management foundations, Initiation & planning
  - Project Lifecycle, Information sharing and Risk Management
  - Introduction To Software Engineering

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## **Skills**

Technical:

- Project Management Tools: Primavera P6, MS Project, Jira, Trello.
- Software: Adobe Photoshop/InDesign, WordPress, Shopify, Canva

Soft Skills:

- Skilled in event coordination, organization skills, team work and conflict resolution.

## **Languages:**

- English (Fluent), Norsk (B1), Urdu.