




# Aysha Rabbani

Programme & MI Manager at Selfridges

 London, UK

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## Languages

English (Native)

Bengali (Fluent)

## About

I am an accomplished programme management professional. I currently work in the Luxury Retail industry as a Programme and Management Information Manager, building a suite of reporting which has not previously existed. I am focusing on building strong and reliable data capture. My stakeholders include the C-Suite and executive teams, who trust me to communicate key metrics and bridge the gap between the operational and financial picture. I also manage business resilience, focusing on Business Impact Analysis across the business and managing contingency plans, as well as responding to activations across all sites and over-seeing all crisis management.

I have experience in delivering a major Government Programme, focusing on Digitalisation and IT Transformation. I have successfully set up a new portfolio of projects, standardising best-practice and creating a centre of excellence for project delivery.

I have also successfully managed and delivered various technical Corporate Tax projects for industry-leading clients, allowing me to collaborate with a multitude of stakeholders across various sectors and industries. I can deliver results within budget and to specification, with keen attention to detail and accuracy.

### BRANDS WORKED WITH

Ministry of Justice UK

PwC

Selfridges

## Experience



### ● Programme & MI Manager

Selfridges | Jan 2023 -

I support the Director of Loss Prevention & Security by developing oversight, strategic planning, and other systems that enable the delivery of the LP & Security strategy. I do this by:

- Managing risk: Identifying and capturing new or emerging risks, threats and vulnerabilities and build required oversight and influence leaderships teams to prioritise actions and mitigate risks.
- Reporting: Building and publishing a weekly dashboard showing our headline data and using this intel to guide focus
- Liaising with teams to improve or build their data capture systems, with key metrics and reporting requirements as the focus
- Managing stakeholders: Gaining the buy-in of the CFO and other executives for new initiatives and reports

### ● Project Manager

Ministry of Justice UK | Aug 2021 - Jan 2023

Set-up of the HMCTS Change Portfolio

- Created a standardised set of templates corresponding to each lifecycle stage, listing core and optional documents, requiring a in-depth knowledge of all project and programme practices and processes
- Created the HMCTS Project Delivery Hub on Microsoft SharePoint, accessible to all staff across HMCTS and wider Ministry of Justice. The hub is a central repository for all templates, guidance and information in relation to project delivery best practice.

Portfolio RAID Management

- I liaised with various stakeholders to understand risks to projects and risks and issues affecting the portfolio. I assessed the causes and impacts and work with projects to identify and monitor mitigations and contingency planning.
- I reported on the leading risks and issues to the portfolio to a range of senior stakeholders to provide assurance and escalate anything critical. I presented on these in forums and Senior Leadership meetings, as well as including narratives on these risks and issues in monthly reporting packs for senior stakeholders such as the judiciary and ministers.

#### Programme Plan on a Page ("PoaP")

- Produced and presented an extremely detailed PoaP to manage key stakeholders, which include the Judiciary and various Programme and Portfolio boards. I have adapted the approach to manage the range of stakeholders.
- Worked closely with senior project managers to understand the current situation of each programme and mapped this out in the PoaP
- Interpreted cross-cutting risks and dependencies and prompting critical path and prioritisation conversations.

#### Detailed Microsoft Project ("MSP") Plan

- Created a standardised planning tool to be used at a Portfolio level to track progress against the business case, gain sight of emerging risks and map inter-dependencies across programmes.



### ● Transfer Pricing Associate

PwC | Sep 2018 - Aug 2021

I have been involved in projects for large FTSE 100 clients in varying industries, such as:

VCA (Value Chain Analysis) – A report evaluating the resilience of a company's Transfer Pricing Policy

- Gathered and analysed large amounts of data from company financial statements and annual reports
- Identified trends and wrote reports accordingly, to inform strategic thinking around policy and to present to relevant tax authorities
- Engagement with clients and other key stakeholders to drive purpose and strategic thinking concerning policy restructurings

PDCFs (Profit Diversion Compliance Facility) – Producing documentation ensuring companies recognise and pay tax on profits where the economic activities to generate those profits are carried out.

- Helped clients pull together reports to prove compliance with HMRC in all cross-border pricing arrangements
- Conducted functional interviews with key stakeholders and C-Suite members to understand key governance decisions and responsibilities
- Worked closely with clients to ensure attention to detail and documentation

Other responsibilities included:

- Billing and invoicing clients
- Setting up all the relevant risk documents including engagement letters, relationship checks, AML certificates, etc.
- Filing all documents and correspondence for audit trails
- Writing up functional, economic and industry analyses for documentation
- Conducting benchmarking studies and creating search strategies

## Education & Training

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2013 - 2017

### ● King's College London

Bachelor of Science (BSc), Pure Mathematics

2011 - 2013

### ● Latymer Upper School

A Levels,

2006 - 2011

### ● Fulham Cross Girls' School

GCSEs,