

# Waheed Bello

908-745-1888 | waheed004@yahoo.com

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## PROFESSIONAL SUMMARY

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Accomplished Financial Analyst and Project Management Professional (PMP) with many years of experience in post-award administration, financial management, and research administration in academic and research-intensive environments. Expert in managing sponsored awards (NIH, CPRIT, DoD), ensuring compliance with federal regulations (OMB Uniform Guidance, NSF PAPPG, NIH GPS), and optimizing principal investigator (PI) portfolios through strategic modeling and resource planning. Proficient in Oracle, Peoplesoft, Workday, SAP, eRA Commons, and advanced Excel (pivot tables, VLOOKUP, data visualization) for fiscal reporting and grant projections. Adept at cultivating stakeholder relationships, mitigating non-compliance risks, and driving process improvements to enhance efficiency and audit readiness. Strong analytical, organizational, and communication skills, with a proven ability to manage multiple priorities in a fast-paced environment while delivering superior customer service.

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## Education

- Master of Business Administration (MBA), Accounting and Data Analytics  
Texas A&M University, TX | 2021

## Certifications & Professional Affiliations

- Project Management Professional (PMP)  
Project Management Institute | 2025

## EXPERIENCE

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### **University of Texas Health Science Centre, San Antonio, Texas** Grants and Program Coordinator

January 2022- Present

- Manage post-award financial and budgetary operations for a \$50M+ portfolio of sponsored awards, supporting 30+ principal investigators at Greehy Children's Cancer Research Institute, ensuring compliance with university and sponsor-specific requirements (e.g., NIH, CPRIT, DoD).
- Conduct complex strategic modeling for PI grant portfolios, creating and updating financial plans to align with programmatic priorities, long-term resource planning, and federal regulations (OMB Uniform Guidance, NIH GPS).
- Provide expert financial guidance, performing monthly budget vs. actual reviews, effort reporting, cost allocations, and account reconciliations to mitigate risks of non-compliance and ensure audit readiness.
- Collaborate with the Office of Sponsored Projects, faculty, and department administrators to streamline procurement, subaward monitoring, and grant closing processes, accommodating sponsor requirements and university policies.

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- Develop sophisticated fiscal reporting and grant projections using advanced Excel (pivot tables, VLOOKUP, data visualization) and SAP, reducing monthly close activities by 25% and errors by 30% through a Monthly Projection Reporting template.
- Act as a liaison between PIs, central administrative offices, and funding agencies, resolving complex issues with sound judgment and fostering strong working partnerships to maximize client support.
- Implement internal controls and quality assurance initiatives, addressing deficiencies in fund management and ensuring compliance with regulatory mandates, including effort reporting and Financial Status Reports via eRA Commons.
- Mentor junior analysts, enhancing team productivity by 25% through process improvements, documentation standardization, and cross-functional training on UThealth-aligned best practices.

## **Key Achievements:**

- Pioneered a Monthly Projection Reporting template, improving compliance oversight and reducing errors by 30%.
- Enhanced budgeting and forecasting accuracy by 15% through streamlined project plans and task tracking.
- Championed cross-functional training, increasing department-wide financial literacy by 35%.

**Texas A&M University, Texas**

**Research Administrator**

**January 2020 – December 2021**

- Supported post-award administration for NIH-funded sponsored awards, ensuring compliance with federal and non-federal policies, including OMB Uniform Guidance and NIH GPS.
- Conducted financial and budgetary management, including account reconciliations, budget vs. actual variance analysis, and grant projections, improving forecasting accuracy by 15%.
- Collaborated with principal investigators and the Grants and Contracts Department to develop proposal content, progress reports, and financial plans, aligning with funding agency requirements.
- Managed large datasets using Excel (pivot tables, data visualization) to produce fiscal reports and presentations for leadership and external stakeholders, enhancing decision-making.
- Streamlined administrative processes, reducing reporting errors by 30% through improved templates and increasing efficiency by 20% via workflow automation.
- Organized high-profile advisory board meetings, preparing executive-ready deliverables, agendas, and guidance materials to support research administration.

## **Key Achievements:**

- Improved compliance oversight by 30% through enhanced Monthly Projection Reporting templates.
- Raised department-wide financial literacy by 35% through cross-functional training.
- Streamlined project plans, improving budgeting and forecasting accuracy by 15%

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## **Center For Community Balance, Inc, MD Program Coordinator**

2015–2019

- Managed project timelines, deliverables, and checklists in a research environment, coordinating cross-functional teams to meet program objectives and funding agency requirements.
- Prepared compliant progress reports and program evaluations, ensuring error-free submissions and adherence to sponsor guidelines.
- Served as the primary point of contact for stakeholders, delivering clear oral and written communication to facilitate timely updates and maintain diplomacy.
- Streamlined data collection and reporting processes, improving program administration efficiency by 20% through system enhancements and database management tools.

### **Key Achievements:**

- Led ad-hoc projects for program evaluations, aligning with strategic objectives.
- Reduced administrative overhead by 20% through enhanced database management tools

### **Technical Skills**

- **Financial & Grants Management:** Post-Award Administration, Sponsored Awards, Budgetary Management, Compliance Monitoring, Effort Reporting, Cost Allocations, Account Reconciliation, Grant Closing, Fiscal Reporting, Strategic Modeling
- **Project Management:** Resource Planning, Budget vs. Actual Analysis, Grant Projections, Procurement Processes, Task Tracking, Expense Monitoring
- **Tools & Platforms:** Oracle, Peoplesoft, Workday, SAP, eRA Commons, Microsoft Project, SharePoint, Asana, Excel (Pivot Tables, VLOOKUP, Data Visualization), ASSIST
- **Compliance & Administration:** Federal Regulations (OMB Uniform Guidance, NSF PAPPG, NIH GPS), University Policies, Audit Readiness, Internal Controls, Subcontractor Management
- **Collaboration & Communication:** Principal Investigator Support, Stakeholder Engagement, Presentation Skills, Customer Service Orientation, Diplomacy
- **Process Improvement:** Workflow Automation, Documentation Standardization, Quality Assurance, Risk Mitigation, System Enhancements

### **Additional Highlights**

- Extensive experience in sponsored program administration for NIH, DoD, CPRIT, and other federal sponsors in academic settings, with familiarity in DOE, ONR, and NASA requirements.
- Proven ability to implement sophisticated reporting and analytical practices, improving fiscal reporting and system efficiencies through database query tools.
- Strong organizational skills and sound judgment in managing concurrent tasks with high attention to detail, ensuring compliance and client satisfaction.
- Committed to continuous learning in grants management, regulatory compliance, specific policies and procedures.