

Muhammad Sizar, PMP

Project Manager · Program Delivery · Business Systems · Founder, Cobrix Solutions

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PROFESSIONAL SUMMARY

PMP-certified project manager with six years leading cross-functional delivery across financial services and hospitality, and the founder of a compliance-first managed IT and cybersecurity firm. Delivered **\$570K+ in cost savings** through asset optimization, held a **98% accuracy standard** on monthly portfolio reconciliation, and rebuilt a training program that lifted team efficiency 30%. Fluent in Agile, waterfall, and hybrid delivery; equally comfortable owning a budget, a risk register, or the implementation underneath both.

CORE COMPETENCIES

PROJECT DELIVERY	Project lifecycle management · Agile & Scrum · Waterfall · Risk management · Scope & timeline control · Budget ownership · Resource allocation · Change management · Process optimization · Quality assurance
LEADERSHIP	Cross-functional team leadership · Stakeholder engagement · Executive communication · Training & development · Strategic planning · Performance tracking · Vendor coordination · Conflict resolution
ANALYSIS	Cost & margin analysis · Revenue modeling · Variance & reconciliation · KPI design · Business intelligence reporting · Forecasting

PROFESSIONAL EXPERIENCE

Founder & Chief Executive2024 – Present

COBRIX SOLUTIONS – CALIFORNIA (REMOTE)

- Founded and operate a managed service provider and managed security service provider serving **healthcare, legal, accounting, real estate, and construction** businesses across the United States.
- Defined the full service model end to end: catalog, flat-rate pricing, SLA commitments, delivery process, and the compliance posture behind each regulated vertical (**HIPAA, FTC Safeguards Rule, ABA Model Rules**).
- Standardized delivery on a single-vendor security stack — Microsoft 365 Business Premium with Entra ID, Intune, Defender, and Lighthouse — reducing integration risk and cost basis versus a multi-vendor RMM/PSA/EDR assembly.
- Designed and shipped a client-facing security posture portal translating Defender and Entra telemetry into decisions a non-technical owner can act on; deployed on Cloudflare Pages.
- Built the firm's organic growth system: **31 city-level landing pages, 25+ long-form technical guides**, and a daily automation handling sitemap regeneration, IndexNow submission, and indexation tracking.
- Author of the firm's technical publication on cybersecurity and compliance for regulated small businesses.

Project & Revenue ManagerFeb 2021 – Nov 2024

CHOICE HOTELS – LOS ANGELES, CA

- Owned project timelines, budgets, and deliverables across client portfolio programs; consulted with leadership on budgets and coordinated cross-functionally to keep delivery on schedule.
- Sourced and secured project resources; led teams through clear goal setting and delegated by demonstrated strength rather than availability.
- Facilitated competitive training programs for **30+ employees, accelerating team efficiency 30%**, and streamlined onboarding to smooth role transitions.
- Conducted in-depth analysis of new and existing revenue models in hospitality services to identify and capture emerging revenue streams.
- Performed business assessments and monthly tracking and reconciliation across client portfolios, **maintaining a 98% accuracy rate** while streamlining payment processing.
- Balanced inventory and strengthened supply chain processes through financial planning and resource allocation aligned to procurement goals.

- Integrated internal databases and record management systems to reinforce data integrity, creating structures adopted as departmental benchmarks.
- ★ **Drove \$570K+ in cost savings** through asset optimization initiatives with cross-functional teams — recognized with a performance bonus and additional PTO.

Assistant Account Manager

Feb 2020 – Feb 2021

CHASE BANK – LOS ANGELES, CA

- Conceptualized and launched new processes that **boosted efficiency 15%**, reinforcing corrective actions to meet and exceed annual accounting objectives.
- Supervised, coached, and trained new banking professionals; evaluated performance and supported interviewing and screening of new hires.
- Executed decisions within defined policy, distributed operational communications, and escalated account issues to the correct departments.
- Maintained accurate financial records and handled accounts payable responsibilities alongside special projects.
- ★ **Decreased budget variances 10%** by leading a financial data evaluation project, extracting insights, and presenting recommendations directly to stakeholders.

Team Leader / Supervisor / Trainer

Mar 2018 – Mar 2020

PIZZA HUT – LOS ANGELES, CA

- Led day-to-day operations alongside the store manager, guiding development of a **20-employee team** and overseeing the location in the manager's absence.
- Championed training and process improvement projects covering customer service, guest rapport, and sanitation standards.
- ★ **Won Store of the Month seven times** for customer service and sales performance, holding 75%+ across all tracked KPIs.

EDUCATION & CERTIFICATIONS

Bachelor of Business Administration, Business Analytics

California State University, Fullerton — Fullerton, CA

Certifications

Project Management Professional (PMP) — Project Management Institute

Salesforce Certified

Google Python Crash Course

TECHNICAL PROFICIENCIES

PROJECT MANAGEMENT MS Project · Jira · Asana · Smartsheet · Monday.com · Trello · ServiceNow · WhenIWork

DATA & BI Tableau · Power BI · SQL · Python · Excel (VLOOKUP, pivot tables, macros) · SPSS · XL-Miner

BUSINESS SYSTEMS Salesforce · FileMaker · IBM Watson · Forecast100 Pro · GoHighLevel

SECURITY & CLOUD Microsoft 365 · Entra ID · Intune · Microsoft Defender · Azure · Cloudflare · HIPAA & FTC Safeguards frameworks

LANGUAGES

English (fluent) · Urdu (fluent) · Hindi (fluent)
