Abdul Kadim Bin Bahari

114, Yishun Ring Road, Singapore 760114,
80251204,
adimbahari@yahoo.com,
www.linkedin.com/in/adimbahari

ABOUT ME

A detail-oriented professional transition into data analytics, leveraging 20 years of administrative experience that provides a unique understanding of business operations and stakeholder needs. Through hands-on projects, I used Python, Transact SQL, Power BI, and Excel to clean, analyze, and visualize data, with a proven ability to translate complex datasets into actionable insights and automated reports. Passionate about applying analytical skills to support data-driven decision-making, improve forecasting accuracy, and drive operational efficiency.

CORE SKILL

- Data Analysis & Visualization (Power BI, Excel)
- Programming & Databases (Python, Transact SQL)
- Data Cleaning & Transformation
- Dashboard & Reporting Development
- CRM Management (Salesforce, Amadeus Delphi)
- Process Optimization
- Stakeholder Communication
- Project Support & Coordination

CURRENT PROJECT

AI Wearable Prototype (Personal Project)

- Developing an offline wearable AI product, monitoring user's vital sign and communicate with them.
- Applied Python and ML concepts with focus on usability and edge computing.

PAST PROJECT

Sales Forecast Dashboard (Excel + Power BI)

- Clean and transform raw data into functional reports and dashboards.
- Built Power BI dashboard that improved forecasting accuracy by 20%
- Reduced manual reporting time by 40%, improved KPI visibility.

WORK EXPERIENCE

AUGUST 2023 – MARCH 2024

Took A Career Break

- **Being a caretaker to parent after major surgery**

APRIL– DECEMBER 2024,

The Robertson House by The Crest Collection

Sales Administrator

- Supported sales leadership with calendar coordination, documentation, and client communications.
- Managed Salesforce CRM and Amadeus Delphi databases, ensuring accuracy of client and corporate records.
- Prepared sales reports and forecasting tools in Excel, improving forecasting accuracy by 25%.
- Coordinated logistics for 10+ corporate events, achieving 85% client satisfaction.

DECEMBER 2022 – JULY 2023

HomeTeamNS Khatib Clubhouse

Event Sales Executive

- Managed the lead-to-deal process with a 70% conversion rate, driving 30% sales growth.
- Designed new sales packages using client data insights, boosting closed deals by 45%.
- Developed Power BI dashboards for leadership, improving visibility of sales performance.
- Coordinated event proposals, contracts, and bookings, achieving 90% client satisfaction and repeat business.

DECEMBER 2022 – JULY 2023

Swisspro International Pte Ltd

Regional Sales Coordinator (07 months Contract)

- Supported APAC sales operations and logistics, ensuring timely delivery across multiple countries.
- Increased international sales revenue by 35% YoY ($2.1M) through customer retention strategies.
- Created Excel reports and data visualizations for sales and logistics, enhancing leadership decisions.
- Assisted in preparing contracts, proposals, and regional sales documentation for management.

DECEMBER 2022 – JULY 2023

Orchid Country Club

Sales Support Executive & Event Support Officer

- Supported sales operations and client site visits for 100+ large-scale functions annually.
- Produced detailed sales and budget reports, enabling accurate forecasting and cost control.
- Coordinated event logistics, vendor management, and client feedback to improve satisfaction.
- Trained and mentored new sales staff, boosting team performance.

EDUCATION

Edinburgh Napier University, 2020
BA Business Management (Distinction)

CERTIFICATES

- Content Creation Marketing — Nanyang Technological University
- Tapping into the Power of Social Media Marketing — Nanyang Technological University
- Data Visualization with Microsoft Power BI — NTUC LearningHub
- Data Analysis Using Excel Essentials — NTUC LearningHub
- PMI Citizen Developer™ Business Architect — Project Management Institute
- Project Management Skills for Leaders — LinkedIn Learning
- Corporate Finance Foundations — LinkedIn Learning & Microsoft
- Certified Entry-Level Python Programmer — NTUC LearningHub
- Transact SQL Essentials for Data Extraction — NTUC LearningHub

PROFESSIONAL REFERENCE

Available upon request.