



# NAHAZ ELAYATTIL HUSSAIN

## OPERATIONS COORDINATOR

Dedicated Operations Coordinator with over 10 years of experience supporting global operations teams at MNCs like VMware, Broadcom & IBM. Skilled in coordinating cross-functional activities, managing operational data, streamlining workflows, and supporting day-to-day administrative & logistical functions. Science & Travel enthusiast. Interested in experiencing the beauty of nature and meeting people through travel.

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## SKILLS

- Operational Coordination & Workflow Support
- Data Analysis & Reporting
- Team Collaboration & Communication
- Stakeholder Liaison & Vendor Coordination
- Inventory & Logistics Support
- Documentation & Compliance Management

## IT SKILLS

- Office 365
- Power BI Desktop
- Google Sheets
- MS Sharepoint
- MS Teams

## EDUCATION

Bachelor of Commerce – General  
2019 - 2021

Acharya Nagarjuna University  
First Class (70%)

## LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

## CAREER SUMMARY

- Over 10 years of experience coordinating global business operations, optimizing workflows, and supporting cross-functional teams in multinational companies such as VMware by Broadcom and IBM.
- Generated reports, statistics, and dashboards as required—using tools like Microsoft Excel and Power BI to analyze data, track performance metrics, and support operational improvements.
- Conducted reconciliation activities, supported inventory tracking, managed logistics documentation, and compiled audit-ready reports for internal reviews, compliance, and stakeholder reporting.

## WORK EXPERIENCE

**VMware by Broadcom - Bangalore, India** 07/2017 - 02/2025  
Operations Coordinator (GSOC Team)

- Coordinated daily operational workflows across multiple VMware business units in APAC, India, EMEA, and the Americas, ensuring timely task execution and interdepartmental alignment.
- Collected, interpreted, and reported operational data using tools like Excel and Power BI, to track KPIs and make data-informed decisions.
- Acted as a liaison between internal teams, external vendors, and regional stakeholders to ensure efficient handling of service requests, asset tracking, and facility coordination.
- Supported inventory tracking and logistics coordination for physical security systems, access tools, and operational equipment across sites.
- Ensured accurate and timely documentation of incidents, operational activities, & support tickets using platforms like Cycop and Helpnow.
- Supported reconciliation and compliance activities across multiple departments, improving workflow efficiency and reducing risk exposure.

**IBM - Bangalore, India** 11/2014- 07/2017  
Senior Admin (MIS)

- Prepared and maintained MIS reports to support performance tracking and internal reviews.
- Led reconciliation processes and offboarding tracking to enhance compliance accuracy.
- Collaborated with departments to ensure seamless site access and badge management.
- Supported documentation for internal and external audits and investigations.

## CAREER HIGHLIGHTS

Played a key role in ensuring operational stability and business continuity during the COVID-19 pandemic and the VMware–Broadcom transition, adapting quickly to evolving challenges.