



# NAHAZ ELAYATTIL HUSSAIN

## OPERATIONS COORDINATOR

Results-driven professional with 10+ years of experience providing operational support in global MNCs such as VMware, Broadcom, and IBM. Skilled in streamlining workflows, managing operational data, and assisting cross-functional teams. Proficient in tools like Microsoft Excel and Power BI, and known for strong attention to detail, data proficiency, and a continuous improvement mindset.



### CAREER SUMMARY

- 10+ years of experience in coordinating global business operations across multinational firms including VMware by Broadcom and IBM.
- Skilled in workflow optimization and cross-functional team collaboration to improve operational efficiency.
- Proficient in Microsoft Excel and Power BI for generating reports, analyzing data, and tracking performance metrics.
- Experienced in reconciliation and preparing audit-ready compliance reports.
- Currently seeking new opportunities in operational support, with a strong focus on process improvement and efficiency.



### WORK EXPERIENCE

- VMWARE BY BROADCOM - Bangalore, India 07/2017 - 02/2025
- Operations Coordinator (GSOC Team)
- Coordinated cross-regional operations across APAC, EMEA, and the Americas, ensuring task completion and team alignment.
  - Created and automated performance dashboards using Excel and Power BI, enabling real-time KPI tracking and reporting.
  - Served as a liaison across teams and vendors to coordinate service requests, asset tracking, and facility operations
  - Led logistics and inventory tracking for operational tools and access control systems, improving asset traceability.
  - Ensured timely documentation of incidents and support tickets via Cycop and Helpnow platforms.
  - Supported audit and compliance activities across departments, contributing to reduced risk exposure.
- IBM - Bangalore, India 11/2014- 07/2017
- 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 both internal, external audits and investigations.



### CERTIFICATIONS

- Operations Management
- Postgraduate Diploma in Supply Chain & Operations Management.
- SAP S/4HANA Essential Training
- Microsoft Power BI Desktop for Business Intelligence.
- Microsoft Office Specialist: Excel Certification.



### CAREER HIGHLIGHTS

- Contributed to operational stability and business continuity during COVID-19 and the VMware-Broadcom transition, adapting to evolving challenges.

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Iqama Status: Transferrable

Nationality: Indian

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### SKILLS

- Workflow Coordination & Process Improvement
- Data Reporting & Analysis
- Stakeholder Liaison & Vendor Coordination
- Inventory & Logistics Support
- Documentation & Compliance Management.
- Communication & Team Collaboration
- Time Management
- Problem-Solving
- Attention to Detail

### 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