



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.

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Al Iskan, Riyadh

Iqama No: 2605167184

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

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 Operations Coordinator (GSOC Team)

07/2017 - 02/2025

- 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 Admin (MIS)

11/2014- 07/2017

- 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.