

Syed Nayeem Ullah Hussaini

Business Operations Associate



Hyderabad, India, 500064



918 2110563



syednayeemullah95@gmail.com

Multi-talented Business Operations Associate consistently rewarded for success in planning and operational improvements. Experience in policy development and staff management procedures positively impacting overall morale and productivity.



Skills

Business Operations Management

Client Relationship Management

Metrics and Predictive Analytics

Operational Excellence



Work History

2018-06 - Current

Business Operations New Associate

Accenture, Hyderabad, Telangana, India

Work cooperatively to enable the execution of delivery or product work by creating, implementing and managing a program office function. Engage key stakeholders and participate with them on monitoring and reporting progress. Responsibilities are resource management, vendor management, financial management, quality and operations management, contract support, sales support, client data protection, engagement services.

- Provide coordination support to Delivery or Product leads and their team(s) to ensure initiatives meet schedule, budget, and quality commitments
- Produce consolidated project status reporting
- Track, measure, report and communicate project costs, performance issues and risks
- Maintain internal process documentation
- Provide ad hoc analysis and support as required
- Ensure that new deals and projects adhere to governance processes or escalate non-compliance to the Program Management Office (PMO) and Delivery Excellence Lead



Education

2018-08 - Current

MBA: Finance

Anwar Uloom Degree College - Hyderabad, TN, India

2014-08 - 2017-08

Bachelor of Commerce: Computer And Information Sciences

Anwar Uloom Degree College - Hyderabad, TN, India

- Graduated with 65%

2012-04 - 2014-04

Intermediate: CEC

Sri Chaitanya Junior College - Hyderabad, TN, India

- Graduated with 55%

2011-04 - 2012-04

SSC

St. Nida Mission High School - Hyderabad, TN, India



Abilities

- Excellent Customer Services & communication skills
- Remarkable Listening Ability
- Exceptional ability to give attention to details



Strengths

- Excellent ability to be systematic in my approach to my responsibilities
- Ability to manage multiple task and work under pressure
- Well recognized ability to be resourceful in any situation



Software

MS Office & Windows 10

Tally ERPV 9, Peachtree (Diploma)



Languages

English, Hindi, Urdu & Telugu



Interests

Praying & Watching TV series