

Ranvir Singh Thind

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PROFESSIONAL SUMMARY

Results-driven professional with **4+ years** managing client relationships, setting targets, and driving measurable outcomes. Track record of cultivating stakeholder partnerships, building CRM systems for **2,000+ contacts**, and delivering executive-level communications. Strong project management skills with experience coordinating events, tracking KPIs, and meeting ambitious goals in fast-paced environments.

PROFESSIONAL EXPERIENCE

Financial Strategist & Client Relations Specialist | Independent Contractor | Seattle, WA | June 2024 – Present

- Cultivated and managed relationships with **5+ clients**, driving engagement through personalized outreach strategies
- Built and maintained CRM database for **2,000+ contacts** using Salesforce, improving data accuracy by **30%**
- Set quarterly targets and tracked KPIs, consistently meeting or exceeding revenue goals by **20%**
- Prepared briefing materials and executive presentations for stakeholder meetings and client pitches
- Coordinated project timelines and follow-ups across multiple concurrent engagements
- Conducted research on prospective clients to identify opportunities and expand partnership networks

Operations Manager & Financial Advisor | Thind Transport LLC | Kent, WA | June 2020 – June 2024

- Managed **\$500K+ annual operations** including goal-setting, performance tracking, and monthly reporting
- Built strong vendor relationships through strategic outreach, reducing costs by **10%** through negotiations
- Automated data tracking systems using Excel VBA, cutting administrative time by **80%**
- Grew revenue portfolio by **33%** through targeted outreach, market research, and relationship cultivation
- Led cross-functional coordination with accounting, operations, and external partners on monthly close
- Organized team communications and briefings, ensuring all stakeholders were aligned on priorities

EDUCATION

University of Washington – Michael G. Foster School of Business | Seattle, WA

Bachelor of Arts in Business Administration – Finance | **GPA: 3.6** | Graduated Spring 2024

Relevant Coursework: Business Analytics, Strategic Management, Organizational Behavior, Marketing Analytics

SKILLS

Relationship Management: Client Cultivation, Stakeholder Engagement, Partnership Development, Follow-up Systems

Operations & Data: CRM Systems (Salesforce), Data Entry, Contact Segmentation, Prospect Research

Project Management: Goal Setting, KPI Tracking, Event Coordination, Multi-Project Management

Communication: Executive Briefings, Presentations, Written Communications, Stakeholder Reporting