

# Ranvir Singh Thind

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## PROFESSIONAL SUMMARY

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Organized and detail-oriented professional with **4+ years** of experience coordinating activities, managing budgets, and supporting executive decision-making. Strong track record of process improvement, stakeholder communication, and multi-project coordination. Advanced proficiency in MS Office suite (Excel, PowerPoint, Word) with ability to build relationships across teams and adapt to changing priorities.

## PROFESSIONAL EXPERIENCE

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**Financial Strategist & Project Coordinator** | Independent Contractor | Seattle, WA | June 2024 – Present

- Coordinate activities and meetings across multiple client engagements, managing competing priorities and deadlines
- Prepare executive presentations and dashboards synthesizing complex information for leadership decision-making
- Maintain client budgets and perform expense reconciliations, ensuring accuracy and timely reporting
- Build and maintain strong relationships with clients, partners, and cross-functional stakeholders
- Implement process improvements including CRM automation for **2,000+ accounts**, improving efficiency by **30%**
- Drive special projects including financial valuations, strategic analyses, and system implementations

**Business Manager & Operations Coordinator** | Thind Transport LLC | Kent, WA | June 2020 – June 2024

- Managed **\$500K+ annual budget** including expense tracking, reconciliations, and variance analysis
- Coordinated activities across operations, maintenance, and administrative departments
- Created and maintained administrative procedures and guidelines for department operations
- Reviewed operating practices and implemented process improvements—**automated reporting by 80%**
- Prepared presentations and reports for leadership review using Excel and PowerPoint
- Built strong relationships with vendors, contractors, and team members across the organization
- Managed complex scheduling and coordination for fleet of 10-20 operators and employees

## EDUCATION

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

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

*Relevant Coursework:* Business Analytics, Operations Management, Managerial Accounting, Corporate Finance

## TECHNICAL SKILLS

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**MS Office Suite:** Excel (Pivot Tables, VLOOKUP, VBA automation), PowerPoint (executive presentations), Word, Outlook

**Organization:** Calendar coordination, multi-project management, scheduling, deadline management

**Administrative:** Budget tracking, expense reconciliations, process documentation, procedure development

**Communication:** Executive presentations, stakeholder reporting, relationship building, written communication