



ARBAZ NAIK

Business Coordinator



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04/11/2000



India

EDUCATION

09/2023

Poona Institute of Management | Pune

Master of Business Administration - MBA: Finance and marketing

08/2021

Abeda Inamdar Senior College | Pune

Bachelor of Commerce - BCom: BANKING AND FINANCE

06/2018

Dr.A.R.Undre English High School | Borli Panchatan
Higher School Certificate

07/2016

New Modern English School | Borli Panchatan
Secondary School Certificate

SKILLS

- Staff Mentoring
- Continuous Improvement
- Change Management
- Schedule Management
- Employee reviews
- Analytical Thinking
- Sales Strategies
- Strategic development
- Team building
- Business Planning

PROFESSIONAL SUMMARY

Accomplished Business Coordinator at Bin Delamah Contracting Company, adept in data management and strategic development. Excelled in leading cross-functional projects to enhance operational efficiency and spearheaded negotiations to slash overhead costs, boosting profitability. Skilled in fostering team building and driving continuous improvement, demonstrated through successful sales promotion activities and stakeholder engagement.

Motivated professional with a commitment to top-tier performance. Strong leadership and motivational skills in addition to a focus on customer satisfaction. Maximize quality assurance through compliance with regulatory guidelines and training initiatives. Unwavering commitment to customer satisfaction, with the ability to build productive relationships, resolve complex issues, and win customer loyalty.

Detail-oriented professional experienced in strategic planning, cost optimization, and team leadership. Proven track record of developing successful strategies and managing operations to achieve both short-term and long-term goals. Exceptional problem-solving and communication skills, with the ability to motivate and lead teams to success. Highly organized, proactive, and results-oriented, with experience in financial management, organizational development, and operational excellence.

Systematic team leader with vast experience in managing and leading cross-functional teams. Proven track record of efficiently managing daily operations, developing strategies to increase profitability and customer satisfaction, and ensuring compliance with industry regulations. Experienced in managing budgets, allocating resources, and leading diverse teams.

- Marketing Strategies
- Time management abilities
- Goal Setting
- Business Management
- Business marketing
- Direct Sales
- Active Listening
- Sales Promotion
- Sales Tracking
- Recruitment
- Relationship Building
- Data Management
- Customer Service
- Human Resources
- Problem-Solving
- Supplier Monitoring

CERTIFICATIONS

- Excel
- MSCIT
- Word
- Microsoft PowerPoint

LANGUAGES

- **English**
Fluent
- **Urdu**
Fluent
- **Marathi**
Fluent
- **Arabic**
Beginner

Possesses excellent problem-solving, leadership, and communication skills.

Strategic, results-driven professional with demonstrated success elevating operational standards to improve overall team and business performance. Communicates clear work expectations and company vision to set and achieve measurable goals in demanding, complex work environments. Proven leader with seasoned ability to inspire teams and capitalize on emerging opportunities to enhance business profile, reputation, and influence.

Results-oriented professional with experience in accelerated growth, business reengineering, and financial restructuring. Frequently praised as hard-working by peers, I can be relied upon to help your team achieve its goals.

Seasoned executive with progressive experience in project oversight and executive leadership. Consistently achieve optimal utilization of staff and operations through process improvement planning, program coordination, and cultivation of strong business relationships. Established track record of creating and implementing programs and long-term business strategies aimed at company growth. High-energy leader of cross-functional teams, successfully aligning customer needs and organizational objectives to ensure optimal operating efficiency.

Management professional with history of meeting challenges in complex organizations that rely on collaborative skills to contribute to company growth and success. Proven track record of delivering results in fast-paced environments that have pockets of ambiguity. Stellar command with delivering results, win-win outcomes, and navigating cross-functional teams.

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

EXPERIENCE

12/2023 - Present

Business Coordinator

Bin Delamah Contracting Company | Bin Delamah Contracting Company, Dammam, Eastern Province

- Prepared presentations for executive team members outlining key findings from research studies conducted.
- Generated financial documents such as invoices, purchase

orders, expense reports. to keep track of expenses incurred by the organization.

- Maintained databases of customer information to provide accurate records for marketing purposes.
- Utilized problem-solving skills to resolve conflicts among team members in a timely manner.
- Organized and guided activities such as sales promotions requiring coordination with other department managers.
- Led cross-functional projects that improved operational efficiency.
- Coordinated and directed financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Utilized data analytics techniques to identify areas for improvement.
- Established and monitored KPIs to optimize company performance.
- Negotiated favorable contracts with vendors, reducing overhead costs and increasing profitability.
- Created and delivered compelling presentations to stakeholders and senior executives.
- Prepared business proposals and bids on prospective work to increase business revenue.
- Documented business processes and performed cost analysis on potential projects.

08/2022 - 11/2022

Accountant Intern

G.B.Gundesha | G.B.Gundesha, Pune, Maharashtra

- Maintained updated records of all invoices, payments, and other financial transactions.
- Gained experience working with QuickBooks accounting software to manage accounts receivable and payable transactions.
- Generated monthly reports detailing changes in account balances over time.
- Participated in forecasting processes by providing relevant data from general ledger accounts.
- Created and implemented process improvements to streamline monthly close activities.
- Reviewed financial documents for accuracy prior to submission to management team.
- Assisted in the preparation of monthly balance sheets, income statements, and cash flow statements.
- Collaborated with other departments on projects related to budgeting and cost control initiatives.
- Prepared detailed documentation for internal and external auditors on a quarterly basis.