**SAQIB ATIF KABIR**

**Green, MBA**

Results-oriented and highly analytical professional with over 5 years of experience in interpreting and analyzing data for driving business solutions. Excellent understanding of business operations and analytics tools for effective analysis of data. Ability to own the design, development and maintenance of ongoing metrics and reporting to deliver key business insights. Proven success leading business development efforts, identifying new business opportunities, expanding client base and increasing revenue potential within an organization.

**SAK**

**SUMMARY OF QUALIFICATIONS**

**CONTACT**

* Outstanding analytical and statistical skills coupled with exceptional project management qualifications and an excellent sense of teamwork
* Excellent written and verbal communication skills, effective in communicating results and implications to business leaders
* Adept at delivering presentations, briefings and promoting organizational goals and directives
* Focused ability to consistently accomplish objectives through organizational talents, keen attention to detail and accuracy, and meticulous follow through
* Hardworking and full of energy; flexible and adaptable to change of environment and work schedule; strong intrinsic desire to continually learn, contribute and think innovatively
* Able to work well both independently and as part of a productive team, demonstrating the prioritizing and multi-tasking abilities required to meet demanding deadlines
* Proficient user of Microsoft Word, PowerPoint, Access and Excel (V-lookups, Pivot Tables, Macros), Bloomberg API, Teikametrics, and Light speed
* Multilingual; Fluent in English, Urdu and Hindi

**732-485-7580**

**saqibatifkabir@hotmail.com**

**EXPERTISE**

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Project Management

Research and Analysis

Performance Analysis

Data Collection and Mining

Data Management

Workflow Documentation

Requirement Gathering and Analysis

Data Analysis

Information Gathering

Stakeholder Management

Gap Analysis and Impact Analysis

Change Management

Client Relations and Retention

Leadership and Teamwork

Time Management

Critical and Analytical Thinking

Superior Customer Service

Public Speaking

Market Research

Reporting and Presentation

Strategic Marketing and Sales

**PROFESSIONAL EXPERIENCE**

**IMPLEMENTATION ANALYST**

**CBRE | 03/2020 – Present**

* Develop, coordinate and execute implementation project plans, task schedules and resource activities to ensure on-time and effective project delivery
* Create and manage processes and tracking systems to ensure delivery of required support in the implementation and maintenance of client programs
* Plan and coordinate with clients to carry out implementation tasks, assessing the environment and creating customized optimal solutions
* Gather information from clients regarding their UPS battery replacement projects, collect and analyze client data and document client requirements
* Maintain relationships and communications with the client team, sales, account management teams and internal team members throughout duration of the implementation
* Conduct market research on pricing and coordinate logistics such as transportation
* Execute and deploy UPS battery to client sites, following information gathering, client data analysis and mapping of the client's workflow and processes
* Improve customer satisfaction by serving as a liaison between company and client and providing support when needed by attending face to face meetings and virtual meetings
* Accurately complete project management goals such as status briefings and reporting, risk management, change management and action item tracking, within demanding time frames

**CAPITAL STRUCTURE ANALYST**

**Bloomberg,** Princeton, NJ **| 03/2019 – 11/2019**

* Researched 1000 regulatory filings for SEC eligible securities to capture critical guaranty data points
* Acquired 500 documents to be linked to the appropriate instrument so that they are available to Bloomberg’s Clients
* Reviewed 500 new issued documents in order to extract fee data for involved parties to launch a new product being offered to clients
* Performed tasks such as managing team member’s calendars and scheduling of meetings for executives
* Analyzed information and consistently checked for duplicate entries on the Bloomberg Terminal
* Researched and analyzed clients' debt obligations, determined appropriate corporate structure, and analyzed financial data on assigned industry sectors and companies
* interacted and built relationships with international clients and contributed to the dissemination of information that aids financial professionals in their decision-making process

**EDUCATION**

**Bachelor of Science, Business Administration and Management**

***The College of New Jersey, Ewing, NJ* | 2018**

**VOLUNTEERING**

**Volunteer**

**The Citizens Foundation,** Karachi, Pakistan **| 05/2016 – Present**

* Devise fundraisers to provide quality, scientific and balanced education while promoting gender equality for a classroom of twenty children, ages six to fifteen, from low-income and disadvantaged backgrounds in Karachi, Pakistan

**OPERATIONS MANAGER**

**Zackria Fuel, LLC,** Piscataway, NJ **| 02/2016 – 02/2019**

* Spearheaded the day-to-day coordination and management of strategic operational initiatives to propel goal achievement in a fast-paced, customer-centric environment
* Performed a full range of operational functions, including inventory control, project management, business management, record maintenance and cost control
* Supported the implementation of strategic processes, growth-focused operations and optimal staff deployments to maximize productivity and efficiency
* Identified underperforming areas and effectively maximized resource allocation, process redesigns and workflow plans to achieve substantial gains and improvements
* Realized consistent improvements in productivity, efficiency and performance through effective relationship management, problem-solving and communication abilities

**MANAGEMENT TRAINEE**

**Kayzee Textile Industries,** Karachi, Pakistan **| 01/2015 – 12/2015**

* Assisted 50 clients with their order processing and shipments worth US$ 50,000,000
* Conducted administrative tasks such as manual and digital filing on Microsoft Excel and maintaining customer and product database
* Maintained positive customer relations with clients and followed up after one month to ensure client satisfaction
* Achieved comprehensive knowledge of core business principles, including organizational management, business strategies, sales / marketing techniques, accounting and finance, information management systems and international business practices
* Demonstrated motivational team building and organizational planning abilities within fast-paced, challenging environments
* Utilized organizational, analytical and interpersonal skills to drive projects and teams to peak results

**PROFESSIONAL EXPERIENCE – CONT.**

**SAQIB ATIF KABIR**