

# SHAIK NAYEEM

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## SUMMARY

*Detail-oriented Budget Analyst with extensive experience in financial analysis, budget planning, and cost-benefit analysis. Proven track record in analyzing budget proposals, forecasting financial needs, and ensuring compliance with regulations. Skilled in statistical modeling, financial reporting, and stakeholder communication. Adept at defending budget recommendations and developing final budget agreements to meet organizational objectives.*

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## EXPERIENCE

### **Business & Data Analyst**

*Sulaiman Food & Catering Services Pvt Ltd, India*

*Aug 2022 – Present*

- Analyzed financial data using Power BI and Excel to identify trends and provide actionable insights.*
- Developed customizable dashboards to monitor customer and revenue growth, enhancing financial reporting accuracy.*
- Conducted data cleaning and normalization to ensure data integrity for budget analysis.*
- Collaborated with management to prepare and monitor customer invoices, optimizing debt collection processes.*

### **Analyst & Planner**

*MaSa Services Company for Operation and Maintenance, Saudi Arabia*

*2016 – 2021*

- Evaluated budget proposals, ensuring alignment with financial regulations and organizational goals.*
- Conducted cost-benefit analyses to optimize resource allocation and value determination.*
- Developed and implemented maintenance plans, ensuring efficient use of resources and adherence to budget constraints.*
- Monitored project expenditures and provided accurate financial forecasts to support decision-making.*

### **Administrative Assistant**

*MaSa Services Company for Operation and Maintenance, Saudi Arabia*

*2014 – 2016*

- Assisted in budget monitoring, ensuring compliance with financial guidelines and regulations.*
  - Prepared purchase requisitions and service entry sheets, maintaining accurate financial records.*
  - Managed monthly financial reports, providing critical data for budget analysis and planning.*
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## EDUCATION

### **MBA (Master of Business Administration)**

*Acharya Nagarjuna University, Hyderabad, India*

*Apr 2011*

### **B. Com (Bachelor of Commerce)**

*Kakatiya University, Warangal, India*

*Mar 2009*

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## SKILLS

- *Budget Analysis*
- *Financial Forecasting*
- *Cost-Benefit Analysis*
- *Statistical Modeling*
- *Financial Reporting*
- *Data Analysis (Power BI, Excel)*
- *Compliance Monitoring*
- *Stakeholder Communication*
- *Resource Allocation*
- *Project Management*

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## CERTIFICATIONS

- *Power BI Data Analytics, CODEBASIC*
- *SQL, CODEBASIC*
- *Data Analyst, EDYODA*
- *Planning and Scheduling, MASA Water Academy, Saudi Arabia*
- *MS Excel Professional Level II, AL Khaleej Training and Education, Saudi Arabia*

### **Courses/Training:**

- *Multi Resource Scheduling, MASA Water Academy, Saudi Arabia*
- *Document Procedure Training, MASA Water Academy, Saudi Arabia*
- *Work Management System, MASA Water Academy, Saudi Arabia*