



# Niraj JADAV

Transcriptionist

## CONTACT

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 India, Ahmedabad, S/O dayabhai,  
chhaya, badai bhram

## EDUCATION

2021 - 2022

senior secondary(science)

National institute of open schooling,  
India

April - 2024

Tops Technologies

Web Designing and Developer

## LANGUAGES

- Gujarati
- Hindi
- English

## HOBBIES

- Music

## PERSONAL INFO

- Date of birth: 7 December 1999
- Place of birth: Porbandar

## PROFESSIONAL SUMMARY

As an experienced transcriptionist and sales professional, I have a strong background in both fields with over 3 years of combined experience.

## EXPERIENCE

### Transcriptionist 2020 - 2020

Zenstar Technologies, India, Porbandar

During my time as a Transcriptionist at Zenstar Technologies in India from January 2020 to May 2021, I was responsible for accurately transcribing audio and video recordings into written documents. This role required a keen attention to detail and strong typing skills, as well as the ability to handle confidential information with professionalism and discretion.

- Efficiently transcribed various types of audio and video recordings
- Maintained a high level of accuracy and met tight deadlines
- Communicated effectively with clients and team members

### Transcriptionist 2022 - 2024

Sigma.Ai

As a Transcriptionist at Sigma.Ai, I was responsible for accurately transcribing audio files into written documents for various projects. This role required strong attention to detail and excellent typing skills to ensure the accuracy and efficiency of the transcription process. In addition, I worked closely with the team to meet tight deadlines and maintain quality standards.

- Transcribed audio files into written documents
- Maintained high level of accuracy
- Collaborated with team for timely delivery
- Ensured quality standards were met

### Managing Partner & sales 2021 - Now

X'one enterprise, India, Porbandar

As the Managing Partner & Sales at X'one Enterprise in India, I had the opportunity to lead a dynamic team and drive sales growth for the company. By implementing strategic sales plans and fostering strong client relationships, I was able to successfully increase revenue and expand our client base.

- Developed and implemented sales strategies
- Managed a team of sales professionals

- Cultivated strong relationships with clients
- Achieved significant revenue growth
- Expanded client base through effective networking
- Conducted market research for product development
- Collaborated with cross-functional teams for successful product launches

★ SKILLS

Communication Skills ★★★★★

Technical Skills ★★★★★

- Prototyping
- Wireframing
- User Research
- Visual Design

Responsive Design ★★★★★