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**Avilamb Choudhary**  



Business Analyst & Project Coordinator seeking roles in Business Analysis, Project Management, System Analysis, Technical Architecture, Requirement Gathering, Web Development, Client Management, Android, SQL

Current Designation: Business Analyst & Project Coordinator Total Experience: 11 Year(s) 0 Month(s)  
Current Company: Adroit Info systems Pvt. Ltd Highest Degree: B.B.A/ B.M.S [administration]  
Current Location: Ghaziabad  
Pref. Location: Delhi / NCR  
Functional Area: IT Software - Application Programming / Maintenance  
Role: Business Analyst  
Industry: IT-Software/Software Services  
Marital Status: Married

Key Skills: Business Analyst & Project Coordinator, Business Analyst, Business Analysis, Project Management, System Analysis, Technical Architecture, Requirement Gathering, Web Development, Client Management, Android, SQL

Verified : Email - id

Last Active: 22-Jan-21

Last Modified: 22-Jan-21

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## Summary

Developing growth strategies and plans

\* Coordination with client requirement gathering, support and delivery.

\* Managing and retaining relationships with existing clients

\* Communicate client's business requirements by constructing easy-to-understand data and process models

\* Handling web applications device (Android & iOS) applications.

\* An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities.

\* Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges.

\* Adaptable and transformational leader with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goals.

## Work Experience

**Adroit Info systems Pvt. Ltd** as Business Analyst & Project Coordinator  
Jul 2020 to Till Date

Company Profile:

Adroit Info systems Pvt. Ltd. is a fast-growing Healthcare Product Development and IT Services company providing full spectrum software product development services to enterprises worldwide. Headquartered in US, Adroit Info systems has a state-of-the-art Offshore Development Centre in NOIDA, DELHI NCR, India. Today, Adroit Info systems is a preferred choice for a range of software product development services in the areas of New

Product Conceptualization and Development, Product Re-engineering & Migration, Product QA & Testing, Product

Implementation and Product Maintenance & Support

Roles & Responsibility

Project Coordinator

Developing growth strategies and plans

Managing and retaining relationships with existing clients

Coordination with client for Support, new requirement.

Handling web applications device (Android & iOS) applications.

Increasing client base

Visiting local and international clients to give demo and presentation.

**Etisalat** as Customer Sales Executive  
Apr 2018 to Apr 2020

Provide a high level of customer service to the customer and assist on what they are looking for and try to interest them in buying.

\* Handling shop-floor interaction with customers for effective resolution of grievances and



### Important

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obtaining feedback.

\* Achieving growth and hitting sales targets by successfully managing the other team members

\* Designing and implementing a strategic sales plan that expands company's customer base and ensure its strong presence

📍 **Apparel group - Cath Kidston London** as Store Manager  
Sep 2015 to Sep 2017

Store operations based on detailed reports on KPI'S, on WTD, MTD, YTD formats, business business achievement against fiscal target, highlighting best and worst seller on weekly, fortnightly and monthly basis.

\* Training on Customer Service, FAB, New merchandise launched, cross and up selling.

\* Taking care of the visual merchandising theme current trend.

\* Maintaining accurate statistical and financial records.

Creating a combination of real value for money and outstanding customer service

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## Education

UG: **B.B.A/ B.M.S (administration)** from **Himalayan garhwal University** in **2021**

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## IT Skills

Skill Name	Version	Last Used	Experience
SQL			
MS OFFICE			

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## Languages Known

Language	Proficiency	Read	Write	Speak
Hindi	Expert	✓	✓	✓
English	Expert		✓	✓

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## Affirmative Action

Category: **General**

Physically Challenged: **No**

## Work Authorization

Job Type: **Permanent**

Employment Status: **Full time**

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