

# SOHEL AHMED SAIYED

Ahmadabad, Gujarat, India | +91-9974108756  
sohel1710@gmail.com | [www.linkedin.com/in/sohelahmedsaiyed](http://www.linkedin.com/in/sohelahmedsaiyed)

---

## CAREER SUMMARY

### Senior Process Associate • Skill Development Consultant • Business Executive

- **An organized, meticulous professional** with 09+ years of experience and influencing business results through strong leadership skill, exceptional customer service and a relentless focus on business performance.
- **A proactive contributor who excels in delivering the right tools, resources and support-** at the right time-with little or no support.
- **An unflappable problem solver who juggles multiple assignments simultaneously** and works with confidence and ease in the most challenging, fast-paced environment.

---

## AREAS OF EXPERTISE

- |                      |                           |                      |
|----------------------|---------------------------|----------------------|
| ▪ Customer Service   | ▪ Planning and Execution  | ▪ Marketing/Business |
| ▪ Banking Operations | ▪ Process Improvement     | Communication        |
| ▪ Excel Skill        | ▪ PowerPoint Presentation | ▪ Event Coordination |

---

## PROFESSIONAL EXPERIENCE

### **Tata Consultancy Services Ltd**, Gandhinagar, Gujarat, IN

**2018 – Present**

*Is an Indian multinational information technology service, consulting company, It is a part of Tata Group and Operates in 46 Countries*

#### Senior Process Associate

Delivering a diverse range of administrative, marketing and operational support in BFSI sector, Process managing and project coordination, business correspondence and customer support, consistently tackle the most challenging, highly visible assignment, often working with ambiguity to stringent deadlines.

- Developing metrics to measure process effectiveness
- Analyzing production data to determine potential areas for improvement
- Collaborating with production employees to gather feedback regarding the production process
- Creating and delivering presentations to management regarding suggested improvements

### **Gujarat Skill Development Mission**, Vadodara, Gujarat, IN

**2016 – 2018**

*Wings of Directorate of Employment & Training, Govt. of Gujarat*

#### Skill Development Consultant

Recruited to GSDM to systematize the skill development efforts in the state and create an environment where each and every youth not only gets some employable skill training but also gets some gainful employment.

- *Closely work with Ministry of Skill Development, National Skill Development Corporation, Ministry of Labor, India in order to upgrade course syllabus as per market demand and requirements.*
- *To do inspection of the Govt.ITIs, private institutes, to check their eligibilities in order to start PMKVY scheme.*

### **Central Institute of Plastics Engineering & Technology**, Gurugram, Haryana, IN

**2014 – 2016**

CIPET is a premier national institution under the aegis of the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research.

### **Business Executive**

Recruited to Polymer Data Services (wing of CIPET), responsible for business development, promotional activities, carrying out market studies & competition analysis and also provide marketing directions for services like membership, manpower, technical support and Corporate Social Responsibilities (CSR).

- *Handling 5 states (Gujarat, Maharashtra, Rajasthan, Madhya Pradesh & Chhattisgarh)* Engaging with the customers and understand business requirements and conducting impact analysis and coming up with right functional solution

**Axis Bank Ltd**, Ahmadabad, Gujarat, IN

**2012 – 2014**

*The third largest private sector banks in India. With wide range of service like Retail Banking, Corporate and International Banking.*

### **Officer**

Recruited as an Officer in banking operations, handling Cash Management, Business Development of Banking Financial Products, solving customer problems, processing Loan request, Issuing Debit card, Credit card and Cheque book.

**Manappuram Finance Ltd**, Anand, Gujarat, IN

**2011 – 2012**

*Is non-banking financial company (NBFC) has services like Gold loan, Forex and Money Transfer and Commercial Vehicle loan.*

### **Asst. Branch Head**

Aggressively recruited into a Gold Loan department as a probationary officer at Vadodara, Gujarat then quickly promoted to Assistant Branch Head at Anand, Gujarat. Oversee all day to day operations; including Gold Loan, Forex and Money Transfer, Commercial Vehicle Loan and Ensuring achievement of branch level targets are met.

**Vadilal Industries Ltd**, Ahmadabad, Gujarat, IN

**2010 – 2011**

*Is India's second largest ice cream player. The company is also one of the largest processed food players in India with significant exports of frozen vegetables and ready to eat snacks, curries and breads. Head office at Ahmadabad, Gujarat*

### **Dispatch Officer**

Recruited as Dispatch officer, looking for logistics related activities includes Business Development, Vehicle Management, Preparing monthly expense budget for Logistic & Dispatch Department and also make Payment sheet for vehicle vendors and taking Feedback from the dealers.

---

## **EDUCATION**

### **Master of Business Administration, Marketing (2009)**

Visvesvaraya Technological University, Belgaum, Karnataka with 64.82%

### **Bachelor of Commerce (2007)**

Gujarat University, Ahmadabad, Gujarat with 64.82%

---

## **PROFESSIONAL ACHIEVEMENT**

- Got Certificate of Appreciation for Outstanding Performance in Axis Bank Ltd.
- Got Certificate of Achievement for achieving Life Insurance threshold in Axis Bank Ltd.
- Got Trophy for achievement of highest sales target in the Axis bank Ltd.

---

## **PERSONAL INFORMATION**

**Date of Birth:** 17th Oct, 1986

**Marital status:** Married