

ANAND TRIVEDI

OBJECTIVE: Is to work in a fast-paced, dynamic company that will challenge me every day and allow me to progress at a scientific and personal level, I would like a hands-on role that tests me daily both inside and outside of company.

Current Address:

836/F, Tilak Nagar Road,
Bhavnagar-364001.
Gujarat India

Mobile:

+ 91 99792 36053

Residence:

0278-2201551

E-mail:

Trivedianand91@gmail.com

Date of Birth:

10th October 1987

Age:

27 years

Sex:

Male

Nationality:

Indian

Total Experience:

6.5 years

Languages Known:

English, Hindi, Gujarati

Marital Status:

Single

EDUCATIONAL QUALIFICATION:

Bachelor of Business Administration (BBA) from SEMCOM College, Sardar Patel University, Anand, in the year 2007

Master of E-Business from SEMCOM, Sardar Patel University, Anand, in the year 2009

HIGHLIGHTS OF EXPERIENCE:

- ◆ A Business Development & Administrative professional with over 6.5 years of wide exposure & experience in the field of Business Development, Recruitment, Employee Motivation & Involvement Activities and Human Resource Management, Operations Management.
- ◆ Partly was looking HR operations including human resource planning, Selection, Training and development, Performance management and employee motivation.
- ◆ Deftness in maintaining harmonious employee relations among management and staffs by establishing strong relationship.
- ◆ Well adaptive towards building corporate culture and behavior & ability to work under pressure.
- ◆ High interest in visualizing and presentation that helps to excel in management skills.
- ◆ Strong exposure on operations, and general administration.

EXPERIENCE SUMMARY:

Job Experience:	
Company Name	Attensa Software Ltd.
Location	Ahmedabad.
Date of Joining	April, 2014 till Now
Designation	Business Head
Website	www.attensasoftware.com

Job Experience:	
Company Name	Adit Microsys Pvt. Ltd.
Location	Ahmedabad.
Date of Joining	December, 2013 to April, 2014
Designation	Business Development Manager
Website	www.aditmicrosys.com

Job Experience:	
Company Name	Info-Gram Software Pvt. Ltd.
Location	Bhavnagar.
Date of Joining	February, 2012 to October, 2013
Designation	General Manager
Website	www.shethcorporates.com

Job Experience:	
Company Name	Vishva Solar Energy
Location	Bhavnagar District.
Date of Joining	September, 2009 to August , 2011
Designation	Administrative/B.D Manager

Job Responsibility Under Attensa Software

DESCRIPTION	<ul style="list-style-type: none">➤ Attensa Software is a part of well known Technomine BPO Pvt. Ltd..➤ We had been into software field from last 6 years.➤ We are basically in Mobile App development & Customized Solution Provider.➤ I am working with the company as a Business Head.
ACHIEVEMENTS	<ul style="list-style-type: none">➤ Worked with Government of Afghanistan for their Mobile Application Project for Tax Collection.➤ Worked with Government of Turkey for Energy Monitoring System. (Web +Mobile)➤ Worked with Various Clients from Middle East, Europe, US as well.➤ Part of the Team who conceptualized first ever social Media App from any Company from Gujarat – App is Called “HookAStar”. It’s Basically Celebrity and Fan Engagement App.➤ Part of the Team who conceptualized and Develop GPS Based Fleet Tracking System. It’s a very Unique Vehicle Tracking System from where not only you will able to track your fleet but you will be able to manage your fleet and manage your Manpower as well – App is Called “V-Find”.➤ Also get a chance to Present Company at several Exhibitions and trade Shows.➤ Also get a change to prepare Pitch Deck Presentation for First level of Funding for Our Own Products.➤ Also get a chance to handle the team and develop them so they can bring more business.➤ Learnt lot of new ways of getting business from juniors as well and that is the most exciting part of the job.

Job Responsibility Under Info-Gram Software

DESCRIPTION	<ul style="list-style-type: none"> ➤ Info-Gram Software Pvt. Ltd. Is a part of well known Sheth Construction Group. ➤ We had been into software field from 2006. ➤ We basically had developed all the application for the Government of Gujarat. ➤ I was working with the company as a GM for Info-Gram Software Pvt. Ltd. ➤ We had develop around 20 applications for Gram Panchayat , Taluka Panchayat and District Panchayat.
ACHIEVEMENTS	<ul style="list-style-type: none"> ➤ Worked as a Team Leader for Several Tender Projects. ➤ Rajkot Municipal Corporation – Purchase of Dropout Tracking Management & School Management System. (Value – 59 Lacs.) ➤ Navsari District Panchayat – Purchase of Various Software (Value – 90 Lacs.) ➤ Dudhrej Nagar Palika – Purchase of Various Software (Value – 5 Lacs.) ➤ Bhavnagar Aread Development Authority – Paperless Office with Document Management (Value – 58 Lacs.)

Responsibility as General Manager

<ul style="list-style-type: none"> ✓ Working as a General Manager / Administrator. ✓ Follow-up at all the level of Government. ✓ Looking behind the whole staff and office work for whole Gujarat State. ✓ Take appointments with Class-1 and Grade-A Level officer of Government. ✓ Meeting IAS Officers of Presentation of the Product and DEMO. ✓ Take Care of the all the documents which is related to Tender and Whole Firm. ✓ Take Care of the All the purchase and sales of the business. ✓ Assigning the target to the business development Team as well as Marketing team. ✓ Keep a track of the Marketing Team. ✓ Search for new online marketing tool that will helpful to promote business online. ✓ Dealing with Technical Team for the Development of New Software.

Job Responsibility Under Vishva Solar Energy

Generate a new Market for company.

Description	<ul style="list-style-type: none"> ➤ As a Administrator was looking forward for whole district Admin work. ➤ I am working as a Business Development Manager for the Organization for whole Bhavnagar District. I was working for the domestic projects as well as was also working on finding the international projects from the internet. ➤ I am also working on the international Marketing activities like searching the business for the organization in the Global Market. ➤ I am working with minimum funds with maximum sales and that's how the organization got the maximum profit. ➤ I am also looking after the administrative as well as financial management part of the organization for the Bhavnagar District.

Job Responsibility:

Responsibility as Administrator /Business Development Manager:

- ✓ Looking behind the whole staff and office work for whole district.
- ✓ Take appointments with clients
- ✓ Meeting and Show Demo
- ✓ Take Care of the all the documents which is related to business.
- ✓ Take Care of the All the purchase and sales of the business.
- ✓ Assigning the target to the business development Team as well as Marketing team.
- ✓ Keep a track of the Marketing Team.
- ✓ Search for new online marketing tool that will helpful to promote business online.
- ✓ Contact different people who can help to promote our business.
- ✓ Make documentary and power point presentation of Company for sales.
- ✓ Coach, facilitate, solve work problems and participate in the work of the team.
- ✓ Close Deal

Skills and Language known
<p>✓Confident, Optimistic, Analytical, Team-Leader, Creative, and have Convincing and motivational Power.</p> <p>✓Native English, Hindi and Gujarati.</p>
Computer Skills:
<p>✓Proficient user at Microsoft office application including most essential software applications related to, documentation, presentation, design and most internet utilities.</p>

Achievements:
◆ Worked as a Executive General Secretary (E.G.S) for college for year 2008-09
◆ Participated in BBIC (Best Business Idea Competition) for four years and won for two years.
◆ Participated in E-BIZ SUMMIT on national level
◆ Arranged the events of the college
◆ Participated in sports
◆ Active part of the student's council of the college.
◆ Started the college band named "AURA".

Personal details:	
Present Address	836/F,TILAKNAGAR ROAD, BHAVNAGAR-364001, GUJARAT.INDIA
Permanent Address	836/F,TILAKNAGAR ROAD, BHAVNAGAR-364001,GUJARAT.INDIA
Father Name	Manojkumar. U. Trivedi
Date of Birth	June 10 th , 1987
Marital Status	Single
Nationality	Indian
Languages Known	English, Hindi, Gujarati