

Curriculum Vitae

ANKIT TRIVEDI

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CAREER GOALS

“To work in company, which can help me know my capabilities towards success and can bring out the best of me that lead me to the success of life.”

EXECUTIVE PROFILE

- ☐ Excellent communication and problem solving skills.
- ☐ Dedicated to achieving customer satisfaction as well as meeting or surpassing company expectations.
- ☐ Able to focus on projects, developing strategies and meet or exceed deadlines.
- ☐ Strong rapport with personal, customer and associates based on knowledge, professionalism and integrity.
- ☐ Effective coaching and management skills.
- ☐ Ability to multi task.
- ☐ Administrative skills, ability to work hard and take independent decision.
- ☐ Having a good skills of market research

PROFESSIONAL EXPERIENCE

- **Currently Working as Assistant Manager- Corporate Development at Shalby Hospital. (Sep-2016 To Running)**
- Complete accountability of In-House, outdoor promotions and allied for the main two ssunits SG & Vijay of Shalby Hospital .
- Managing Sales-Leads generation, Query Handling, conversion and post-sale patient service-payment collection and billing. Quality service management with surprise audits and checks.
- Operations-Coordination with various stake holders to provide the service to the patient.
- In-House promotional activities, Floor rounds, organizing health talks with in the hospital.
- Outdoor promotions-organizing health talks, CSR health check camps, B2B

promotions, and other marketing activities like newspaper insert planning and strategizing and also exploring other avenues for marketing of the services.

- Ensuring SOP adherence in two units- Shalby HO and Vijay Shalby unit.
- **Worked at Active pumps pvt.Ltd As Sr.Sales Executives from Feb-15 to Feb-16 at Ahmadabad.**
 - Managing the sales and customer queries.
 - Delivering product information to the target audience.
 - Reporting direct to the Marketing Manager on daily basis.
 - Ordering the right goods as per the market requirement.
 - Ensuring pressure and treat confidential matters abruptly and ambitious person with a respecting mentally and love to have challenges.
 - Anticipate customer needs and potential problems and seeks ways to increase customer satisfaction
 - Handling fussy customer and convincing them
- **Working With Raj Signage Advertising Company since May-11 to dec-14. (Sales Executive.)**

HIGHLIGHTS OF QUALIFICATIONS

Education	Masters of Business Administration (M.B.A) in Marketing/Finance Management
2009 - 2011	University Of Northern Virginia, USA. Percentage Obtained: 3.1 GPA
2005 – 2008	Bachelor of Business Administration (B.B.A.) H.K. College of Arts (BWTIBA) Gujarat University Percentage Obtain: 61.66%
2003 – 2005	GSHEB (HSC) Navrang High School, Ahmedabad. Percentage Obtained: 75.00%
2003	GSEB (SSC) Vallabhnagar High School, Ahmedabad. Percentage Obtained: 66.67%

MAJOR PROJECT

- Comprehensive Project report On merger & acquisition title of Project .
- Industrial Report on Ashima Textiles Ltd.
- Marketing Report on Divya Bhasker Ltd. (Bhasker Group)

COMPUTER SKILLS

- Highly proficient with MS Office, Internet, Outlook and good adaptability of windows related software.

PERSONAL INFORMATION

1	Fathers name	:	Harishbhai R. Trivedi
2	Sex	:	Male.
3	Date of Birth	:	Aug 27, 1988.
4	Languages known	:	English, Hindi, Gujarati.
5	Marital Status	:	Married

Declaration

I hereby assure that all the above information is true as per my best knowledge.

Ankit Trivedi