

**Veena kumari**

**AT-** Nehru Nagar, **PO+PS-** Patliputra, **DIST-**Patna, Bihar

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### Career Objective: -

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

### Professional Profile:

- ✚ 1 Year Web Development internship from Expert IT Zone 5/12/2018 to 5/11/2019
- ✚ More than 1 years working experience at Expert IT Zone as an Client Support and Associate Project Coordinator from 5/12/2019 to 13/2/2021
- ✚ Worked as a Business Development Executive at Indev Consultancy Pvt Ltd. From 15/2/2021 to 30/7/2022
- ✚ Currently working at Alobha Technology Pvt Ltd from 4/8/2022 to Present

### Academic Qualification: -

Qualification	University/Board	College/School	Year of Passing	Marks (%)
MCA	PU	Patna Women's College	2017	79%
BCA	PU	Patna Women's College	2013	78%
Intermediate	BSEB	Siddharth Mahila College	2009	63%
High School	BSEB	St. M.G High School	2006	70%

### Professional Skills:-

- ✚ **Technical Skills: -**  
MySQL, Bootstrap, HTML, CSS, MS Office, PHP, Moqus, Photoshop, Figma , Axure

### Roles and Responsibilities: -

- ✚ Setting up meetings with new and existing clients, Mining client/competitor/decision maker data, Sending MoMs and Maintaining databases of clients.
- ✚ Creating MIS reports for clients and Follow ups for Performing requirements analysis
- ✚ Working in close coordination with delivery team and act as a bridge between client and delivery.
- ✚ preparing Presentation and Proposals.
- ✚ To Explore business opportunities, Reviewing RFP, Maintaining Track Records and Drafting
- ✚ Reviewing, shortlisting and Writing Proposals etc.
- ✚ Preparation of Tender for Research Projects
- ✚ Preliminary screening and discussing RFPs and EOIs with Team
- ✚ Contacting potential clients to establish rapport and set up meetings
- ✚ Perform quality assurance
- ✚ Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- ✚ Due diligence follow-up via call and E-Mails
- ✚ Working on several projects under the guidance of my manager also Communicating with other departments for proper execution
- ✚ Managing projects, developing project plans, and monitoring performance
- ✚ Knowledge of technical documentation like SRS, FRD, User Manual, FRS etc.

### Trainings / Projects Undertaken: -

#### Project Details: -

Project Title	BuddhiMoney ( <a href="https://play.google.com/store/apps/details?id=com.inddev.buddhimoney">https://play.google.com/store/apps/details?id=com.inddev.buddhimoney</a> )
Description	This Application was developed to help entrepreneur's access knowledge and skills on financial literacy and business education.
Tools Used	CMS – Drupal , Dashboard- MySQL , Application – Android Studio
My Role	System wireframe and client coordination

#### Project Details: -

Project Title	Integrated Management System for Mobile Health
Description	This Application is developed by JMFF organization to access the medical facility to the urban area through Mobile van
Tools Used	CMS – CI, Database– MySQL, Application – Android Studio

My Role	Developer & Db programmer
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#### Project Details: -

Project Title	Indevjobs.org (ongoing)
Description	The aim of this project is to Provide an online solution for knowledge sharing as well as for Job seeking and job Providing facility to the end user
Tools Used	CMS – Drupal, UI- PHP, Database – MySQL,
My Role	Wireframe Designing, Documentation, team coordination

#### Project Details: -

Project Title	Sankalp (ongoing)
Description	The main objective of this project is to provide technical support to the Directorate of Training & Employment, Government of Uttarakhand in planning, development, monitoring and coordination of skill development activities
Tools Used	Web Frame work – CI, Data base – MySQL, Application – Android studio
My Role	Wireframe Designing, Documentation, team coordination

#### Work Experience

Organization :- Expert IT Zone.  
 Role :- Associate Web Developer  
 Duration :- Dec 2019 to Feb 2021

Organization :- Indev Consultancy Pvt. Ltd.  
 Role :- BDE  
 Duration :- Feb 2021 to current

Organization :- Alobha Technologies Pvt Ltd.  
 Role :- BA (Business Analyst)  
 Duration :- Aug 2022 to current

#### Personal Details:-

Name :- Veena kumari  
 Date of birth :- 13-02-1991  
 Father's name :- Sunil Kumar  
 Permanent address :- Nehru Nagar, Patliputra , Patna(Bihar) 800013