

YUVRAJ TRIVEDI

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SUMMARY

Strategic and results-driven professional with experience in business operations, data analysis, and cross-functional project management. Proven track record of working with founders and CXOs to drive key initiatives, conduct market research, and support decision-making. Skilled in managing multiple workstreams, aligning teams, and executing across product, growth, and finance. Known for high ownership, problem-solving ability, and thriving in fast-paced startup environments.

PORTFOLIO

https://www.notion.so/Founder-s-Office-207884a1d4e080b2bfbfe00834f41c02?source=copy_link

WORK EXPERIENCE

Founder's Office - Rachitham **March 2025- Present**

- Managed inventory and ensured timely supply to franchise outlets, streamlining logistics and improving operational efficiency.
- Pitched Rachitham's franchise model to 20+ leads, converting them into partners through strategic communication and follow-ups.
- Acted as a central point of contact, resolving more than 50 customer and franchisee issues and providing continuous support to enhance satisfaction and coordination.

Founder's Office- Urban Scholar **Oct 2024 - Jan 2025**

- Handled 100+ monthly orders by confirming with customers, coordinating with vendors, and managing dispatch-improving operational efficiency by 20%.
- Built strong customer relationships and ensured smooth stakeholder collaboration, achieving a 95% satisfaction rate.
- Assisted the founder in sales tracking, marketing coordination, and operational updates across a cross-functional teams.

Internship as part of the Generation Green 2024 initiative **Aug 2024 - Sept 2024**

- Engaged over 150+ individuals to take the Go Green oath, promoting responsible e-waste management and environmental awareness.
- Strengthened communication and outreach skills through community campaigns and environmental advocacy initiatives.
- Contributed to the nationwide Generation Green movement aimed at fostering eco-conscious behavior, aligning with the UN Sustainable Development Goals (SDGs)

EDUCATION

Oct 2022 - Aug 2026

Btech. in Electronics and Communications Engineering (VIT)

GPA - 8.78

TECHINICAL SKILL

- GTM Strategy
- Copywriting
- Excel (Pivot table, graphs etc)
- Power BI

CORE SKILLS

- Strategic Thinking
- Cross-functional Project Management
- Problem-Solving
- Business Operations