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**VINISHA MODI**

**PROFESSIONAL SYNOPSIS**

* Total 8+ years of experience into varied Roles including Sales, Implementation and Support
* Strong communication, collaboration & team building skills with proficiency at grasping new technical concepts and utilize the same in a productive manner.
* Excel at communicating with stakeholders to provide accurate reporting and information regarding the ongoing projects and initiatives.
* Enormous Ability and immense exposure in Handling and interacting with Corporate and individuals.

**Work Experience**

**Orange Technolab Private Limited:** It is the Ahmedabad based Software Development Company which providecomplete solutions for HRMS and Payroll

**Designation:** Strategy Manager – Implementation & Support

**Duration** :September 2019 (Currently Working)

**Key Responsibilities:**

* Responsible for planning and development of the project starting from kick of meeting, requirement understanding and set up the milestone of the project
* Plan regular Project Review meeting with customer for regular project progress and timely delivery of the project
* Taking care of preparation of audit documents like case study, test run, UAT, Proposal, SOP, Project Sign Off, MOM and review the same on regular interval
* Writing, updating and implementation of Quality Management System
* Preparing different reports for Management to review
* Helping team in project planning and setting the timeline to deliver different modules
* Engaging in every project as and when required till successful go live of the project.
* Guiding and facilitating projects for effective process and implementation
* Taking regular internal review of all ongoing projects to monitor and enhance the capability of internal team
* To analyze the gap and project problem through internal communication with different stack holder and have solution centric approach to complete the project on time
* Taking care of daily support call of entire service team which include device, desktop and web support to measure the scalability and capability of service desk – total 13 members
* Prepare different reports of implementation and service team to analyze the service call and guide the team
* Submit different reports to higher management to review for further necessary actions

**Microlink Solutions Pvt.Ltd.:**It is the Ahmedabad based System Integrator Company which provideConverged Networking Solutions, end to end IT Infra Solutions and much more.

**Designation:** Sales Coordinator

**Duration** :From May 2017 to September 2019

**Key Responsibilities:**

* Clean and crystal-clear order must be punched in into the system, key performing part of for Order Management Group
* To check all the legal documents, align with defined terms and conditions.
* To analyze the business problems through MIS reports and solution centric approach to get the work done from different stack holders.
* Track Timely delivery and completion of the project and sign off from the implementation team
* Conducting review meeting with customer as and when required
* Analyze the business need through reports and help the higher management to take decisions.
* Be the liaison between the customers, business units, implementation teams and support teams
* Provide constant backend support to entire operation team to meet the requirements.
* Visited the M G Motor plant for the IOT work
* Made case study for Asahi Glass and TATA Motors for IOT requirement.

**Cyber Surf Pvt Ltd :**It is the Ahmedabad based software company which provide software solutions to its client and making mobile applications.

**Designation:** Project Coordinator

**Duration:** From February 2015 to May2017

**Key Responsibilities:**

* Taking care of preparation of audit documents like case study, test run, UAT, Proposal, Project Sign Off, MOM
* Tracking of each and every Purchase Order received into the system.
* Responsible for initial Requirement understanding from Client.
* Coordinate with developing team to discuss client requirement.
* Generating MIS reports on monthly, quarterly and yearly basis for higher management
* Reacting as a bridge between developer, sales team and the clients.

**Solatio Legal:** It is a private Advocate Firm based in Ahmedabad

**Designation**:HR/Admin Manager

**Duration**: From January 13 to February 15

**Key Responsibilities**:

* I was responsible for the whole Billing cycle for the Firm
* Client Bill Processing
* Taking care of Bank entries
* Prepared client invoices and mailing
* Communicate with client about the case study
* Taking care of client detail and payroll for employee of the firm

**ACT Computer Centre:**It was a Computer Centre based in the Ahmedabad and provided quality learningand education of software and hardware programming

**Designation**:Faculty cum Counsellor

**Duration** : 2 years (from 2002 to 2004)

**Location** : Ahmedabad, Gujarat

**Key Responsibilities**:

* I was maintaining all students records and conducting lectures
* Looking after the leads and got close the inquiries
* I was eligible to pursue good and effective knowledge of C,C++,VB.6 and MS-Office.

**Completed Python Language recently and planning to give exam**

**ACADEMIC PROJECTS**

* "Interfacing between Pentium and Robotic Key Telescope" from PRL Ahmedabad, during my 3rd and 4th Semester of the M.Sc.
* Visited PRL Observatory Telescope situated at Abu for our project.
* Done Project on Payroll System for Maradia Chemicals on VB 6 from Aptech

**PROFESSIONAL CERTIFICATIONS**

* Aptech Computer Course (MS Office, MS Access, Visual Basics 6)
* Appeared in IELTS in 2018 and received overall 6 Bands

**ACADEMIC QUALIFICATIONS**

* M.Sc. – Electronics from Gujarat University with 60.21% 2000-2002
* B.Sc. – Electronics from Gujarat University with 72.15% 1997-2000
* HSC – Science from GSEB with 58.85% 1996-1997
* SSC from GSEB with76.71% 1994-1995

**IT Skills SET**

* Operating Systems: Unix,Windows XP,2000
* RDBMS: VB.6
* Languages: C, C++, Python (recently completed)
* Tools & Technologies: MS-Office

**Personal Details**

* Date of Birth :31st December,1979
* Marital Status : Married
* Spoken language : Gujarati, English, Hindi