

# NIPUN TRIVEDI

## WEB SKILLS

- HTML5
- CSS3
- Javascript
- JQuery
- PHP
- Wordpress
- Shopify
- Web Testing

## DESIGN SKILLS

- Web Design
- Digital Media Design
- Print Design
- Mobile UI
- Photoshop
- Illustrator
- CorelDraw
- InDesign

## DIGITAL MARKETING SKILLS

- On Page/ Off Page SEO
- Webmaster Tools
- Analytics Tools
- Social Media Tactics
- Adwords

## PROFILE

I am a Travel Lover who try to find mysteries of life in the imagination while travelling. I have always chosen my path instead of getting scared by winning or losing something.

Currently, I am looking for the opportunities to utilize my strong technical and analytical skills to the optimum benefit of the organization I work in and to be in a team which has a culture of performing, achieving, sharing and a drive for continuous growth.

## EXPERIENCE

### Elnace | ODesk | Upwork (2012 to Present)

Right after the Graduation, I choose to work as a freelancer which provided me flexibility to learn, create and enjoy how I wanted. I worked with the client across the globe, with various scale of businesses, in variety of industries. It helped me grow in multidimensional channel. Currently, I manage following responsibilities for bunch of my Clients:

- Provide end-to-end project management
- Scope project requirements and prepare budget
- Develop a detailed project plan and monitor progress
- Collaborate with internal teams to design, develop, test and implement projects
- Deliver projects on time ensuring quality standards are met
- Develop support documentation including risk logs and requirement specifications
- Communicate with the team and ensure all members are on board with delegated tasks
- Highlight potential risks or malfunctions and act proactively to resolve issues
- Seek opportunities for improvement and suggest new projects

## EDUCATION

### **Bachelor of Engineering (2008 – 2012)**

Electronics & Communication

Swami Vivekanand College of Engineering, Indore, India

### **School (1995 – 2008)**

Aditya Birla Higher Secondary School, Nagda, India

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## PROJECT

## MANAGEMENT TOOLS

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- Asana
- Slack
- Basecamp
- Zoho Projects

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## LANGUAGES

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- English
- Hindi

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LOCATION	STATUS
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Currently resides at Indore. Ready to relocate anywhere in world.  
Passport Ready.

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## AWARDS & CERTIFICATIONS

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- Google Ads Fundamentals 2017
- Mobile Sites Certification 2017
- IBM Big Data Foundation 2017
- Award as E-Leader by National Entrepreneurship Network(NEN)- 2011
- BarCamp 2011
- IBM Rhapsody Certified- 2011
- Technido Embedded System Program 2010

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PERSONAL	INFO
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<b>Address</b>	: 19, Shriram Colony, Nagda, Madhya Pradesh, India 456335
<b>Phone</b>	: +91-8871696231
<b>Email</b>	: <a href="mailto:nipuntrivedi9@gmail.com">nipuntrivedi9@gmail.com</a>
<b>Marital Status</b>	: Single
<b>Hobbies</b>	: Music, Travel

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: \_\_\_\_\_

**Nipun Trivedi**