

# Yash Trivedi

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AHMEDABAD, INDIA

## PROFESSIONAL SUMMARY

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I'm a simple, modest and hard-working person who consistently sets a firm goal for myself. I'm passionate about innovation since my childhood by my parents who explained and inspired me about creativity. I'm not an individual who needs to be micromanaged. Rather, when giving a specific task, I can figure out the best way to solve the problem in an autonomous manner.

Since my childhood education, I always participate in some scientific experiments and always busy in finding solving tricks particularly for mathematics. After Metric education, I provided some fraction of time in the day for Library reading in my city. I also participated in many curricular activities through my university campus. Like, I participated in the SAE BAJA national event and for unique work, I have gotten an achievement medal from my college.

I believe that everyone has some unique innovative power but it can be blossom only in some specific atmosphere. Like, My project was selected as one of the best innovations among the Indian universities through SPARKLE event. At my PG education, I published an international journal at PGCON conference at PUNE. Finally, I have selected for ongoing programme 'Innovation Scholars In-residence Programme in Rashtrapati Bhavan' by Govt. of India.

I have gained miscellaneous experiences in various Educational Initiatives and their implementation, Organizing Educational Events, Academia-Industry Collaboration activities, Administration, Tendering Process as stated in Resume.

I'm not getting success in every time and every task, but I faced many of the critical situations who built me strong and this experience helps me every time to getting success in Life.

Area of Interest:

- Research & Innovation Activities
- Administration

Reliable Administrative Coordinator with nearly three and a half years of expertise in providing extended support and coordination with ease. Capable of taking care of all administrative duties. Well versed with creating organized files and ensuring professional correspondence at all times.

**- Yash S. Trivedi**

**[M.E. (Design Engg.), B.E. (Mechanical)]**

## WORK EXPERIENCE

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**Student Co-ordinator**

Navkar Institute • Ahmedabad

Aug 2019 - Present

- The primary responsibility of fees recovery and management of Outstanding fees data to analyze it as beneficial to organization side
- Look after student's batch and admission, batch transfer and other administration work in the institute.

- Responsible for monitoring the discipline and attendance of students in every classroom.
- Follow up with parents when students are absent and make a note of the same in the register.
- Responsible for maintaining student record, database management, helping the student to issue the enrolment letter and transcript, grade management, coordinate with the respective department to resolve student issues.
- Prepare schedule, arrange the instructors as per the course, allocate the class to the instructor and check the invoice for the instructor as per the course.
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform the functions of the position.
- Carry out administrative activities associated with admissions to post-secondary educational institutions
- Assemble data and prepare periodic and special reports, manuals and correspondence

### **Science Co-ordinator**

Aug 2018 - Aug 2019

Saraswati Institute

- Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures
- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed
- Carry out administrative activities associated with admissions to post-secondary educational institutions
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Set appointments for Enrollment Services for staff via Outlook Calendar and email communications.
- Investigated student issues and concerns, resolved any conflicts regarding academic issues and/or concerns, and followed up on the outcomes.
- Coordinated in programs and events for students to help build the campus community.
- Analyzed registration and enrollment processes, make recommendations for enhancements as needed.
- Created and maintained student records with current comments, situations, solutions, and academic information.

### **Project Executive**

Sep 2017 - Aug 2018

Knowledge Consortium of Gujarat (Dept. of Education, Govt. of Gujarat) • Ahmedabad

- Establish and co-ordinate administrative policies and procedures for officials, committees and boards of directors
- Analyze incoming and outgoing memoranda, submissions and reports and prepare and co-ordinate the preparation and submission of summary briefs and reports to executives, committees and boards of directors
- Prepare agendas and make arrangements for committee, board and other meetings
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors
- Managed day to day administrative activities along with establishing, implementing, and improving administrative procedures.
- Organized educational fares and managed every logistics from start to end.
- Supported new business development through promotion and costing of products & services.
- Responsible for the cleanliness of the property, making sure that any vending or catering that

takes place on premises meets code requirements.

- Prepared and submitted timely and accurate financial and qualitative reports to Regional Head – Operations on a monthly basis.
- Created a detailed work plan identifying and sequencing the activities required for the successful completion of the project.

## EDUCATION

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### Master Of Engineering

University of Pune • Pune, India

## SKILLS

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Professional Skills:

- Creative and passionate
- Visual and Spatial awareness
- Computer literacy and CAD
- Knowledge of industrial processes, techniques and standards
- Communication and interpersonal skills
- Event Organizing
- Administration
- Content Writing
- Conflict Solver
- Tendering process

Software/Computer Proficiency:

CAD :

- AutoCAD
- Creo-Elements/Pro

CFD :

- ANSYS Fluent

Simulation :

- ANSYS workbench
- SOLVER

Other :

- MS office

Software Languages :

- Turbo C

- Mechanical APDL

## AWARDS AND HONOURS

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**Achiever Medal** 2017

My community presented this Achiever Medal for throughout academic success since childhood.

**Student Honors** 2015

- Project- "AN DESIGN OF AN AUTOMOTIVE EXHAUST SYSTEM WITH CATALYTIC CONVERTER AND METHOD TO PREPARATION THERE OF " was selected in Top 60 projects among the 400+ projects coming from the various 100+ universities in all over India.

- Interviewed on Radio city 91.1 @ Pune – Regarding most innovative Project (Sparkle Event)

From: SPARKLE -2015 ( Design and Development Contest) by College of Engineering, Pune & KPIT Technologies Ltd.

**Achievement Medal** 2014

Automotive terrain Vehicle national competition names 'SAE BAJA 2014' held in the academic year 2014 at Indore, India and I have achieved a Medal from my institute for innovative Design in that event.

- Design of Catalytic Converter for environment-friendly (for Go Green - SAE BAJA 2014 team)

URL: [http://gtu.ac.in/ImpCircular/GTU\\_Student\\_Honors\\_Summary.pdf](http://gtu.ac.in/ImpCircular/GTU_Student_Honors_Summary.pdf)

## PUBLICATIONS

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- Published an International Research paper

URL: <http://www.ierjournal.org/pgconissue.php> Page No. : 5658-5663 TITLE: "Design of an Automotive Exhaust System with Catalytic Converter and Method to Preparation there of"

## INTERESTS / HOBBIES

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- Football and Table Tennis
- Represents in various inter-university tournaments
- Listen to soft music
- Prefer to attend various technological seminars
- Research and Innovation Activities