Alpam Bhatt

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Above 20+ years of diverse experience in various fields like Information Technology, Electrical Engineering, Gas Engineering, Social Media, NGO.

I am now interested in working as a freelancer and using my skills in the field of writing.

I have written and done proof reading for two small books for a friend, one of which is published on Amazon/Kindle.

**Summary of Skills and Knowledge:**

* Strong communication (written and verbal) and presentation skills; meeting facilitation, strong organization and follow-up and excellent analytical skills.
* Ability to communicate with broad technical and non-technical audience.
* Detail-oriented, responsible, enthusiastic and highly flexible to changing priorities.
* Ability to work under minimal supervision adheres to deadlines and motivated to excel.
* Strong knowledge of MS - Word, Excel and PowerPoint
* Ability to write clear in English and Gujarati languages.

**Dec 2016 – Jul 2017:** Working as Manager with Samvedana Trust

**Sep 2016 – Dec 2016:** Working with Indimedi Solutions – Open ERP system - Project Management for software of Shah Hospitals.

**Jan 2016 – Aug 2016:** Working as Executive with Sun Builders, taking care of front office, back office and as an executive assistant to the Managing Director.

**Jun 2015 – Dec 2015:** Worked with Honeybee Infomedia Mainly Responsible for Team Work Management, BPR project key member for Kambert Machinary, Social Media Promotions, Time tracking, and Preparation of Monthly reports for clients.

**From 2009- 2014:** I joined Kadam Education Trust as a civil society member volunteering for the cause of Education.

**Aug 1990 to Feb 2004: Gujarat Gas Company Limited (Now Gujarat Gas Limited)** : Experience in InfoTech, Gas Engineering and Electrical Engineering

Location : Ahmedabad

Educational : B.E. (Electrical) -1990 REC Surat, now SVNIT.

PG Diploma in Enterprise Management – 2009 ICECD – Recognised by Gujarat University

Personal : Female - Separated with One Daughter in college & Mother