



# AMIT DWIVEDI

## SENIOR OPERATIONS EXECUTIVE

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## OVERVIEW

Operations and Account Management professional with proven leadership and revenue impact at Patterns LLC. Promoted to Senior Operations Executive within a year, currently overseeing a Several client portfolio while leading a 5-member team and directly managing key accounts. Demonstrated success in client acquisition, retention, financial modelling, and workflow optimization. Recognized as Performer of the Month for driving operational efficiency and sustained client satisfaction.

## EXPERIENCE

Patterns LLC  
Jan 2026 - Present

### Senior Operations Executive

- Promoted to Senior Operations Executive and transitioned into Account Executive training, managing multiple client portfolios while leading and mentoring a team to ensure seamless operations and delivery excellence.
- Onboarded new clients contributing to 5-6 additional operational seats, directly supporting revenue growth, while maintaining 100% retention for clients acquired between Feb-April 2025.
- Awarded Performer of the Month (July 2025) for driving client satisfaction, operational efficiency, and consistent performance outcomes.

Feb 2025 - Jan 2026

### Operations Executive

- Managed diverse clients including real estate agents, investors, and CEOs, served as Executive Assistant and Financial Underwriter overseeing bookkeeping, and used Google Sheets/Excel, CRMs, Slack, and ClickUp to streamline operations.

TAM Media Research  
Pvt. Ltd.  
OCT 2023 - Jan 2025

### TV Content Analyst

- Acquired and analyzed data in the form of visuals and audio for content strategy. Interpreted data for actionable insights to support content decisions.

The Campus Economist,  
MSU Baroda  
SEPT 2024- PRESENT

### EDITOR

- Worked as an editor in the departmental editorial team, contributing to content curation, editing, and proofreading while enhancing presentation and analytical depth.

## EDUCATION

2023 - 2026

### Bachelor of Arts in Economics.

The Maharaja Sayajirao University of Baroda

## ACHIEVEMENTS

- Promoted to Senior Operations Executive (Feb 2025) based on performance, leadership ability, and client management excellence.
- Awarded Performer of the Month - July 2025 for outstanding operational delivery and client satisfaction.
- Achieved 100% client retention for accounts onboarded between Feb-April 2025, maintaining long-term engagement and relationship stability.
- Contributed to company revenue expansion by onboarding clients that generated 5-6 additional operational seats.

## SKILLS

- Client Acquisition
- Financial Modeling
- Team Leadership
- Workflow Management
- Client Onboarding
- Data Visualization
- Undwerwriting
- Crm Management