

Nadiad, Gujarat
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Hetvi Mehta

Education

Ahmedabad **United world school of Law** **June 2018 | May 2019**

- BBA LLB (Hons.).

Anand **Anand Law College** **June 2019 | May 2023**

- BBA LLB in Law.

Work Experience

Onboarding Specialist **Flexifunnels** **April 2024 – Present**

Dehradun (Remote)

- **Training & Support:** Conducted training sessions and webinars to educate clients on software features, best practices, and effective usage.
- **Landing Page Creation:** Assisted clients in creating and customizing landing pages, ensuring they could effectively showcase their products or services.
- **Integration Assistance:** Guided clients on integrating their domains and setting up payment providers, ensuring seamless transactions and professional web presence.
- **Feedback Collection:** Gathered client feedback to identify areas for improvement in the onboarding process and worked with the product team to implement necessary changes.
- **Customer Success:** Collaborated with the customer success team to ensure clients achieve their goals and derive maximum value from the software.
- **Process Improvement:** Continuously reviewed and refined onboarding processes to enhance efficiency, reduce time-to-value, and improve overall client experience.

Key Achievements:

- Successfully onboarded 100 clients, achieving a 95% satisfaction rate.
- Reduced average onboarding time by 25% through process optimization and effective training.
- Developed a comprehensive onboarding program that increased client retention by 85%.

Business trainee **Parikshit Jobanputra life coach** **October 2023 – March 2024**

Ahmedabad

- **Brand Management:** Contributed to a 20% increase in brand awareness through the development and implementation of brand consistency strategies across all communication channels.
- **Media Management:** Managed social media platforms, resulting in a 15% growth in followers and a 10% increase in engagement rates.
- **Collaboration with Marketing:** Aligned public relations efforts with marketing strategies, leading to a 15% increase in campaign effectiveness and ROI.
- **Content Distribution:** Developed and executed content distribution strategies, resulting in a 10% increase in reach and engagement.

Skills

- Legal Expertise:
- Multitasking and Time Management:
- Effective Communication Skills:
- Teamwork and Collaboration:
- Technology Proficiency:
- Ethics and Integrity:
- Digital marketing and analysis:

Publications and Certifications

- Certified in Data Privacy and Protection laws
- Critical Analysis of Cyber and Banking Financial Frauds in relation to technology (01/2023) Citation: (2023) PL January 62
- Arbitrability of intellectual property rights disputes: An affirmative step (SCC Online) (12/2022)
- ADR Student Experience Program conducted by The Chartered Institute of Arbitrators-Trinidad and Tobago Chapter
- Business and Human Rights global Internship by Clifford Chance
- Mergers and Acquisitions virtual experience program by Latham & Watkins
- Intellectual property law and policy part:1
- IELTS academic (04/2023) (7.5 bands)

Awards

- **Secured 1st rank in intra moot court competition as a researcher.**
- **Secured 4th rank in national client counseling competition.**
- **Achieved various certificates for extra co-curricular events like 1. Have received first class in Classical dance. 2. Leading a team and winning a cuisine making and selling competition. 3. Judgment writing**

Created an organized filing system for legal documentation.

- Observed depositions and court proceedings to prepare case summaries.

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