

DETAILS

ADDRESS

Om nagar,
150 feet ring road,
Rajkot, India

PHONE

88 66 86 17 83

EMAIL

varaparag@gmail.com

IT PROFICIENCY

HTML / CSS / JS

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PHP / WORDPRESS

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SQL

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Digital Marketing

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Web SEO

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AI SKILLS & TOOLS

ChatGPT / Gemini

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Claude AI

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NotebookLM

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Generative AI Tools

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PROFESSIONAL SKILLS

PC Configuration

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Business Analysis

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Gujarati Typing

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Communication

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Marketing

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PARAG VARA

OPERATIONAL HEAD

PROFILE

IT professional with more than 5+ years of experience managing multiple projects simultaneously. Extensive experience managing large-scale projects from the information gathering phase to completion. Highly skilled in tracking details, communicating deadlines, and following up with internal and external partners to ensure on-time completion within budget. Capable and interested in learning and incorporating new technology.

EMPLOYMENT HISTORY

Operational Team Head, AUG AI PVT LTD

Rajkot

Aug 2021 — Present

- Manage Demo, Support, and Implementation Teams effectively.
- Handle customer communication, deal closures, and strategic cross-sales.

Web Development & Graphics Design, House Toys (housetoys.in)

Rajkot

2024 — 2025

- Manage household & personal care product sales on an online e-commerce platform.

Graphics Design & Web Development, Balaji Waterproofing

Rajkot

2019 — 2020

- Created client work presentation websites and interactive portfolios.
- Designed promotional festival posts, banners, and corporate brochures.

Graphics Design, Shreeji Furniture

Rajkot

2019 — 2020

- Managed official social media accounts and executed online marketing.
- Created unique branding and professional festival designs.

OWN TOOLS

FlowFine

- Designed an ERP process visualization tool that automatically generates workflow diagrams showing how ERP forms and modules are interconnected, simplifying onboarding and process understanding.

Analytics

- Designed a custom lead management and analytics platform to monitor leads, conversions, follow-ups, and business performance through real-time dashboards.

EDUCATION

B.Ed. (Bachelor of Education) - Maths / Science, Saurashtra University	Rajkot
2015	
B.Sc. (IT) - Computer, Saurashtra University	Rajkot
2013	

TRAINING & CERTIFICATIONS

Certification: Generative AI Mastermind, Outskill (Vaibhav Sisinty)	Online
2026	
Marketing - Digital Marketing, Winzid Digital Marketing (Amit Trikmani)	Rajkot
2019	
Training - PHP Developer, Infinity Infoway Private Limited	Rajkot
2013	
Accounting Software - Tally, Suchak Computer & Education Center	Rajkot
2012	