
Akash Mourya

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PROFESSIONAL SUMMARY

8 years of experience in coordination and volunteering, I have achieved tangible results in education, youth development, and community empowerment. In 2 years with Shiksha Rath Organization Delhi, I have increased awareness and access to quality education in the region by 45%. In 2 years with Muskaan Dream Creative Foundation Gwalior, I created over 20 youth-led initiatives to promote leadership and life skills. In 4 years as a volunteer at Shri Gaeshdas Ji Maharaj Smriti Shiksha, I increased literacy in the region by 30%.

SKILLS

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|-------------------------|----------------------|
| • Volunteer evaluations | • Volunteer training |
| • Schedule coordination | • Microsoft office |
| • Department management | • Program management |
| • Event coordination | • ChatGpt/AI Tool |

EDUCATION

Child development, teaching methodologies, and curriculum development - Bachelor of Education - 2023
Jiwaji University - Gwalior, MP

Sociology - Master of Arts - 2021
Jiwaji University - Gwalior, MP

Mechanical Engineering - Bachelor of Engineering - 2017
Rajiv Gandhi Proudlyogiki Vishwavidyalaya - Bhopal, MP

WORK HISTORY

Coordinator - July, 2022 to Present

Shiksha Rath Organization - NEW DELHI, Delhi

- Coordinated ongoing volunteer publicity and awareness programs.
- Led new volunteer orientation to organization and programs.
- Oriented new volunteers on policies and procedures, introduced staff and provided information guides.
- Communicated regularly with volunteers, assisting with issues and questions.

Coordinator - August, 2017 to December, 2019

Muskaan Foundation - Gwalior, Madhya Pradesh

- I worked as a coordinator Muskaan Foundation to create a world record for the largest education kits distribution.
- Organized client meeting to provide project updates.
- Educated local community residents about available health and wellness resources.

Volunteer Coordinator - June, 2013 to December, 2017

Shri Gaeshdas Ji Maharaj Samiti - Gwalior, MP

- Maintained up-to-date volunteer calendar coordinating scheduling and staff availability.
- Developed work schedules according to budgets and workloads, covering priority tasks.
- Reviewed reports on employee attendance, productivity and effectiveness to evaluate performance.
- Issued work schedules, duty assignments and deadlines for office or administrative staff.