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Poonam Pandit

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Address: Survey no. 51, Near Khade Baba Math,

Pimple Gurav, New Sangwi, Pune.

Career Objective:

To attain position in Education Project function in your esteemed organization and help it to reach new heights and depths.

Career Summary

More than 3 years experience in the fields of, NGO liaisoning and working, Counseling, Capacity Building Training, Project designing, implementation, Monitoring, Evaluation and Documentation

**Academic Qualification:**

* M.S.W (Urban and Rural Community Development Department) from Yashwantrao Chavan Institute Of Social Science, Satara, Shivaji University in 2010: First Class
* B.A. (History) from Shivaji University in 2008: second class
* H.S.C (Science) from Hanumangiri Junior college, Pusegoan, Dist. Satara :First Class
* S.S.C from Hanuman Vidhyalaya Nidhal, Satara. in 2000: First Class

**Research:**

**Research on “Psycho-social problems of Adolescent girls in Nidhal Village”**

**Work Experience:**

**Assistant Project Coordinator: [From 1st April 2010 to 31st April 2011(1 year & 1 month)]:**

**Job Responsibilities –**

* Prepared Action plan For Supportive Services and work
* Handled administration and financial part of the project
* Did Advocacy for People living with HIV to reduce Stigma and Discrimination in hospital, community, school.
* Monitoring and Evaluation of staffs and periodical to Field visit
* Gave Inputs to Staff for the Qualitative and Quantitative Services
* Made good Linkages with Government and Stakeholder
* MIS Part of Project. [Maintain System in Documentation both Computerizes and Manually].
* Organized Capacity Building Session for Staff.
* Organized Support Group and sensitization meeting in community & Grass Root Level
* Took Awareness Program in Stake Holder level.
* Organized Workshop for Capacity Building, Positive Living for staff and people living with HIV.
* **Achievements:**
* Initiate project from primary stage to sustain level
* Developed Child Play room and child counseling concept in all state level staff in organization
* Develops Children support group (Living with HIV) by doing advocacy.
* Help Government system to develop asses of HIV diagnosis test and ART adherence.

**Parvti Swayamrojgar& Vikas Yuva Sanstha [As Trainer and Coordinator (1 year]:**

**Responsibilities:**

* To provide training to the families/ beneficiaries.
* To maintain centralize training record.
* Supervising the data quality of reports.
* Maintaining & preparing periodic activity report by respecting timelines.
* Coordinate of all staff.
* Preparing six month and annual Reporting to the CSR (Tech Mahindra Foundation).
* Advocacy with govt. (ICDS) and non-government sector.
* Conducting training for the staff.
* Conduct Parenting workshops for fathers and Grand-mothers under the Early Child Development project.
* To build up capacity of the staff.
* Conducting review meetings.

**Urmee Org, Shivaji Nagar, and Pune: As a Project Coordinator (From 26th June 2013 to 31st March 2015):**

**Nari Samata Manch, As Project Coordinator (From 12 April 2015 to till)**

**Responsibilities:**

**Education Sectors-**

* Planning of various development activities for teachers and students.
* Conducting parent-teachers meetings.
* Conducting **child council, Science Club, Move club and “Sauwad Group”** for personality development of the students.
* Promoting child rights and build awareness accordingly among the children.
* Budgeting and planning.
* Organize Life Skill Education training.
* Conducting teachers training program.
* To enhance capacities of School Management Committee.

**Health Sector-**

* Collect and Collate the Project Report and Submitted to the higher authority.
* To conduct health screening activity school level as well as community level.
* To develop appropriate strategies and action plan for addressing project related issues.
* To conduct HB checking camp for addressing schools and particular villages.

**Community Participation Sector-**

* To work on Women Empowerment (Domestic violence, self reliance and sexual harassment).
* To organize various camps. (HB check up, Eye check up camp and Health Check up Camp)
* To work with homogeneous groups (Youth and Adolescent Group).

**Other Achievements:**

Attended the various workshops and seminars on:

* SR and SSR Coordination Meeting.
* Motivate people to HIV testing and avail ART in regularity.
* Six month evaluation of the staff.
* Experience on the schools related project assessment.
* Timely submit the Project Proposal on Prevention of Anemia to the Dana Pvt. Ltd.

**Technical Qualification:**

* Basic Computer Knowledge, MS-Office and Internet

**Area of Interests:**

* Counseling in the field of Family and Health as well as Education set-up.
* Work for Women and Children
* Social Research.

**Declaration:**

* I hereby declare that the above-mentioned information is correct to my knowledge and I bear the responsibility for the correctness of the particulars.

**Place: Pune Mrs. Poonam Pandit**

**Reference:**

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| **Name** | **Designation** | **Contact No.** |
| **Mrs. Reshma Shende** | **President, Urmee, Pune** | **9623452657** |
| **Mr. Salim Mubarak Shaikh** | **CSR, Executive, Bilt Graphic Paper Products Ltd - Unit -Bhigwan** | **9766392352** |
| **Mr. Arun Lohakare** | **Project Manager, Nari Samata Manch, Pune** | **9922446165** |