

Curriculum Vitae

Joyal Parmar

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Having studied and worked in India and abroad at different levels and designation I have equipped my self with good analytical power, good communication skill and leadership for a better responsibilities and challenges. I have rich experience in development sector to achieve the organizational goals.

Working Experience: 7 years

Employment Details:

Janalakshmi Financial Services as Community Recruitment Co-Ordinator (Dec 2016)

Jana Urban Service for Transformation (JUST) is a 100% owned subsidiary of Jana Urban Foundation and provides specialized services such as Customer insight & Analytics, Financial Advisory, Community connect, Field Survey, Skills and Livelihoods services to group entities and their customer (Janalakshmi Financial Services)

Projects Engagements:

1. Facilitating hiring candidates from our customer communities
2. Hire Candidates for various role in Janalakshmi Financial Services
3. Source Candidates on-site/off-site
4. Manage Database
5. Source External Corporate
6. Documentation

Learning Links Foundation, Ahmedabad as Team Leader and Field Facilitator (Feb, 2012- Nov 2016)

Learning Links Foundation a not for profit organization has been working in the field of formal and non-formal education sector. It has been working across India and Asia region, for improving quality in education, strengthening citizenship amongst youth, harnessing the power of technology for educational and social improvement and supporting sustainable social innovation. I have been working with the organization since February, 2012 as team leader on various projects.

Projects Engagements:

7. Smart class content development
8. Supporting and strengthening SCE in primary schools in Gujarat
9. Teachers' Training
10. Skill development Training for student and teacher
11. Education Management Information System (EMIS)

Job Responsibility:

- Manage and organize in house team for content uploading
- Provide training to teacher
- Update and maintain excel tracker online and offline
- Coordinate with teachers to develop educational content
- Monitoring and supervising field staff and identifying training needs
- Relationship with Government officials and other stakeholders
- Support state manager in recruitment and organizing logistics.
- Provide in class and onsite support to teachers
- Documentation

VINNIES, Melbourne, VIC, Australia as Case Manager in Homeless Department (July, 2011 – December 2011)

Vinnies is one of the leading established organizations in Melbourne assisting material and counseling help to the needy people. It serves in various sectors with different group of people including youth, migrants and refugee, health and disabled. I have worked with the organization as Case Manager for Homeless Department and Support worker for Refugee and Migrant Community.

Job Responsibilities:

- Assess families and individuals for strengths and barriers, including employment, behavioral health, criminal history and substance use and refer households to appropriate levels of housing and rental assistance.
- Assist families and individuals with establishing and meeting housing goals and identifying appropriate steps towards achieving goals, including modifying goals as needed, and evaluation of progress.
- Cultivate relationships with landlords and property management companies serving low-income families.
- Maintain and document regular contact with clients: office visits, telephone contact and home visits.
- Participate in the planning and coordination of fun yearly events for families, including a Holiday Party and Back to School Picnic.

Refugee Community Support Worker

February, 2010 –July2011

- Take information from clients upon arrival in the Intake process.
- Participating in an interview to identify their immediate needs and to discuss their short and long-term goals and objectives
- Maintaining client case records.
- Maintaining confidentiality according to policy.
- Attending Staff Meetings, House Meetings, and Unit Meetings as required.
- Attending relevant inter-agency meetings and support groups.

Educational Qualification:

- I have completed my Diploma in Community Welfare from Cambridge Collage, Melbourne, Australia in July, 2010
- I have completed my Bachelor of Commerce from Gujarat University in July, 2002

Computer Skills:

Google spreadsheet, Windows & Ubuntu operating systems, MS Office, Page Maker, Dos, And Basic Hardware Trouble Shooting

Languages Known:

Gujarati, English and Hindi

Personal Profile:

Date of Birth: 12th February 1982

Marital Status: married