

# Sayli Pendharkar, 26

Curriculum Vitae

Near Block A285,  
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## EXPERIENCE

### **Bharat Petroleum Pvt. Ltd., Mumbai— CSR Assistant**

July 2023 - PRESENT

1. End-to-end project management
2. Ensure adherence to CSR policies in the Companies Act and BPCL requirements by meticulously reviewing documents from Project Implementation Agencies (PIAs).
3. Scrutinize project proposals, present detailed approval notes to the committee, and facilitate signing MOUs with relevant clauses for approved projects.
4. Engage with PIAs to understand activities, adjust cost elements, and validate Progress/Completion Reports and fund utilization certificates.
5. Ensure proper receipt of fund utilization certificates, related bills/invoices, or proof of receipt for supplied items/goods.
6. Establish and maintain a comprehensive Management Information System (MIS) for overseeing project records, documentation, and data.
7. Manage detailed oversight of tranche-wise project payments, conducting accurate calculations for financial precision.

### **American India Foundation, Mumbai – Cluster Manager/ Livelihoods**

November 2021 – April 2022 and April 2023 to June 2023

1. Created a survey for street vendors and data management of more than 35000 vendors in Mumbai
2. Team management, implementation of the project according to the project guidelines & planning to achieve the targets set by funders for the project Mobilization, stakeholder management and survey of street vendors all over Mumbai to create the baseline of the project as well as Linkage of street vendors with credit and social security schemes
3. Regular documentation, written and video documentation of case studies and reports to the program head.

### **Suryoday Foundation, Maharashtra – Area Manager/ All programs**

May 2022 - February 2023

1. Planning and implementation of all the programs designed by the organisation.
2. Team management and program planning keeping in mind the targets given by

## SKILLS AND COMPETENSIES

Team management  
Stakeholder management  
Training  
Program planning and  
Documentation  
Data management

## Internships

### **Nirman Organization**

Understanding Unions and their work, learning new Act, Realities of workers life and govt agencies

### **MESCO**

Fundraising and leading donation drive in 13 colleges of Mumbai During Daan Utsav 2016 Conducted a research study on the “Situational Analysis of Income Generation Scheme Beneficiaries of MESCO in the Financial Year 2012-14.”

the higher management

3. Problem-solving, crisis management and documentation.
4. Closely working with program executives on the ground and reporting to Vice President/ Sr. Manager and Director.

### **PRADAN, Amarpur, Madhya Pradesh – Development Apprentice**

October 2020 - October 2021

1. Form and revive women Self Help Groups in designated 5 villages
2. Ensuring the inclusion of women in village-level agricultural planning and INRM planning. Strengthening women's VO's and ensuring their participation in civic roles.
3. Implementing the team's plan in designated fields

### **Arpan – Program Officer**

June 2017 - July 2018

1. Training with children from 1st to 10th grade
2. Awareness sessions with parents, teachers and staff members,
3. Training and awareness sessions in communities
4. Handling disclosure and Initial level counselling with children with CSA.
5. Documentation.

### **PROJECTS**

#### **Independent Research Project – Home-based work: A Connection between formal and informal, Ulhasnagar, Maharashtra**

- 1) Mapping and analysing the work available for industrial Women's home-based workers (HBW)
- 2) Analysis of the impact on informal women home-based workers due to the the economic downturn in India and Environmental restrictions on companies through in-depth interviews of women and Positioning of informal women HBWs in the global value chain.
- 3) Understanding the coping mechanisms of women home-based workers if their work is affected.

### **EDUCATION**

Degree	Board/ University	CGPA
MA Development Program	Azim Premji University, 2020	8.01 CGPA
Bachelor in Social Work	College of Social Work Nirmala Niketan (Mumbai University ), 2017	4.93 CGPA

### **MAVIM**

Community mobilisation for women SHG

### **POSITION OF RESPONSIBILITY**

Anchor of Fishery project in Amarpur, PRADAN

Student representative of student residence the committee in Azim Premji University

Student representative of Cultural committee in College of Social Work Nirmala Niketan

### **LANGUAGES**

Marathi, English & Hindi