
**Bhagyashree
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[Project Assistant]

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Date Of Birth

April 10,1996

Marital Status

Unmarried

Languages known

Gujarati, Hindi, English

➤ **OBJECTIVE**

To position myself in a reputed organization with a challenging environment which will help me utilize and enhance my skills, provide exposure to different works and offer learning environment.

➤ **PROFESSIONAL EXPERIANCE**

❖ **Project Assistant, Dec 2017- Present @** Atharva Planning and Research Center Pvt. Ltd., Ahmedabad, Gujarat

1. **Client Name: Gujarat Tourism**

• **Project-1: Verification of Homestay Project:**

- ✓ Created and updated physical records and digital files to maintain current, accurate and compliant documentation of homestay.
- ✓ Coordinated and set up meetings between all stakeholders using Email.
- ✓ Tracked and recorded open and closed orders and change requests to prevent errors, keeping all data aligned with current demands.
- ✓ Verify the field survey with photographs and locations.
- ✓ Co-ordination with applicants and field supervisors.
- ✓ Verify the documents with online uploads and respective department.
- ✓ Provided assistance with preparation of project-related reports, presentations.
- ✓ Stayed up to date on document control standards specializing in Verify Documents.
- ✓ Maintain client website and arrange data in soft copy as well as hard copy.

• **Project-2: Training and Awareness Programme:**

- ✓ Arrange the programme with the help of local authority and field supervisor.
- ✓ Conduct the programme and aware to local people about the policy
- ✓ Give hospitality and communication training to the already approved homestay owners.
- ✓ Conducted workshop and training programs for Homestay at kevadiya, Narmada District

- **Project-3: Undertaking of exposure visit for Various Tour and Travel Operator:**
 - ✓ Arrange the exposure visit in homestays for tour travel operators.
 - ✓ Arrange the seminar at homestay
 - ✓ Arrange the visiting programs for nearest tourist places.
 - ✓ collaboration and partnership between homestay owners and travel operators
- **Project-4: Apprenticeship Project:**
 - ✓ Provided assistance with preparation of project-related reports.
 - ✓ Consultancy Services for Skilled and Trained Manpower of Tourism Sector & Under Mukhyamantri
 - ✓ Large Scale Survey with senior leadership to complete complex projects
- **Project-5: National Integrated database of Hospitality Industry:**
 - ✓ Data collection from supervisor will be uploaded on MoT (Ministry of Tourism) Web portal as per the given format.
 - ✓ After data collected shall be analyzed and to be submitted in the form of a report.
- **Project-6: Covid Training Programme:**
 - ✓ Conducted online Training programme on Covid-19 preparedness and preservation measure for unclassified accommodation providers covering all 33 districts in Gujarat.
- **Project-7: Develop Kevadiya Cell:**
 - ✓ To Support and undertake measures to ensure smooth functioning of Kevadia Homestays.
 - ✓ To train the homestay owners in hospitality sector from time to time.
 - ✓ To look into promotion and marketing of Kevadia homestays at State and National Level
 - ✓ Maintain database of homestays and its users

2. **Client Name: Gujarat Urban Development Mission (GUDM):**

- **Project-1: Integrated Capacity Building Programme:**
 - ✓ Adhered to established schedules by facilitating work quality and timely delivery.
 - ✓ Worked with senior leadership to complete complex projects on time and under-budget.
 - ✓ Provide capacity building service in finance and revenue, Engineering and health, Town Planning, Administration, Urban social aspects.
 - ✓ Design the training programme with senior leadership
 - ✓ Implements of training programs with senior leadership
 - ✓ Evaluation and post training support

3. **Client Name: Gujarat Urban Livelihood Mission (GULM):**

- **Project- 1: Skill Gap Analysis Project:**

- ✓ Implement and supervise data collection activities in relevant regions
- ✓ Identification of Proposed course and skill training programme in the ULBs and as well as rural area.

- **Project- 2: Street Vendor Survey and Street Vending Plan:**

- ✓ Identification and broad delineation of all types of Vending areas in a city (Ward/Zone)
- ✓ Identification and survey of all types of vendors by mobile based application
- ✓ Verify the detailed information of vending place, structure, no. of people employed, rent paid for vending.
- ✓ Location of vendor shown on map
- ✓ Prepared city-wise analytical reports

4. **Client Name: Gujarat Municipal Finance Board (GMFB):**

- **Project- 1: Third Party Inspection:**

- ✓ Scanned documents and saved in database to keep records of essential organizational information
- ✓ Reviewed and updated client correspondence files and database information to maintain accurate records.
- ✓ Verified data files prior to entry to maintain high data accuracy.
- ✓ Located and corrected data entry errors and reported to management.

5. **Client Name: Rajkot Municipal Corporation (RMC):**

- **Project- 1: Third Party Inspection:**

- ✓ Verify the data measured and updated client correspondence files
- ✓ After data collected shall be analyzed and to be submitted in the form of a report
- ✓ Provided assistance with preparation of project-related reports

➤ **EDUCATION QUALIFICATIONS:**

1. **Master of Commerce (Accounting and Auditing): June 2018**
 - Neeldeep Collage of Commerce, Gujarat University (Second Class)
2. **Bachelor of Commerce (Accounting and Auditing): June 2016**
 - R. H. Patel Arts and Commerce College, Gujarat University (Second Class)
3. **HSC: June 2013**
 - Rajasthan Hindi High School, Gujarat Higher Secondary Education (Over all 87%)

➤ **SKILLS:**

- Administrative support
- Coordination with teammates
- Meetings with stakeholders of projects
- Project Management
- Team support
- Client Relationships
- Writing reports
- Record keeping
- Specific strategies for easier and effective execution

➤ **HOBBIES:**

- Reading Books
- Travelling
- Social Media
- Learn something new

➤ **COMPUTER PROFICIENCY:**

- Microsoft Office
- Browsing on internet

I hereby declare that the information given above is correct by best of my knowledge.

Thank you.

31st October 2021