**Resume**

**Objective**

To apply the knowledge, skills and values of social work profession learnt over a period of time for contributing to the development of organisation and the society as a whole and constantly evolve by further learning.

**Skills Acquired**

Project Management, Writing Project proposals, Documentation, Social and Marketing Research, Counseling, Recruitments, Website and Social Media Management and Content writing for websites

**Work Experience**

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| **Freelance Consultant (May 2016 onwards): -** Currently I am doing freelance assignments of CSR foundations and Market Research Firms.  **Saath Charitable Trust (May, 2015 – May,2016)**  Saath is a NGO based in Ahmedabad, India, registered as a Public Charitable Trust since 1989. Saath aims to empower the socially excluded through strengthening their livelihood options by facilitating them in availing their basic rights and amenities. In Gujarati the word Saath means, “together, co-operation, a collective or support.’  Saath’s one-stop, integrated services reached out to over 4, 60,576 individuals in states of Gujarat, Rajasthan and Maharashtra. Since 1989, SAATH has facilitated participatory processes that improve the quality of life for the socially excluded urban and rural people.  **Vision:** Saath envisions inclusive and empowered communities and individuals.  **Mission:** To make human settlements equitable living environments where all residents and vulnerable people have access to health, education, essential infrastructure services and livelihood options, irrespective of their economic and social status.  **Position: - Manager, Research and Documentation**  **Responsibilities: -** Proposal writing and Budget preparation, Documentation, IEC material development, Project proposal presentation to clients, Orientation and Facilitation of visitors, Employee Engagement Facilitation for Corporate foundations, Donor Management and Donor compliances, Research and Studies, Fund raising activities, Social Media management, Intern facilitation for various assignments from different educational institutions.  **Social Action Forum against Repression (Sept 2014- May, 2015)**  SAFAR is a women’s group committed to work for Equality, Justice and Peace. Based in Ahmedabad, Gujarat (West India) we are a team of activists having more than a decade of experience in the field of combating Violence Against Women (VAW). We have been concerned about women’s status and increasing domestic and social violence against women in society. SAFAR promotes peace linkages, gender equality and human rights education for peaceful co-existence of individuals.  **VISION: -** A gender just society that is sensitive towards all human beings.  **Position: - Project Associate, Research and Documentation**  **Responsibilities: -** Proposal writing, Feasibility reports, Case study documentation, IEC material development, preparing training modules and other training related material, Donor reporting, Annual report, Website and Social media management etc.  **Coastal Salinity Prevention Cell, Ahmedabad (Jan 2014- August 2014):** Coastal Salinity Prevention Cell is an Initiative of the Sir Ratan Trust, Mumbai, Ambuja Cement Foundation and Aga Khan Rural Support Programme India for the coordination and monitoring of all the projects focused on curtailing the ever increasing impact of salinity in the coastal areas of Gujarat. CSPC has been working in this direction since almost a decade along with leading partner NGOs through Natural Resource Management, Agricultural Interventions, Non-farm based livelihood enhancement, Drinking water and Sanitation Initiatives.  **Position: - Programme Associate (Grant Management & Documentation)**  **Responsibilities:-** Managing Grant Management portfolio and coordination with the Grant Manager at Sir Ratan Tata Trust (preparing payment release notes, drafting budget, circulars, grant letters, contract letters for consultants, drafting No-cost extension and other grant process related documents), Managing the online document library of Sir Ratan Tata Trust for sharing latest data of CSPC projects on a day-to-day basis, Coordination with the programme team for meetings and other programmatic activities, Managing the CSPC website and Social Media networking profiles, Documentation, Developing promotional materials, Facilitating the Internship students, Facilitating the Recruitment process, Management of the relay of Promotional Audio Messages for CSPC projects in the projects villages of various partner NGOs and other office related work.  **Freelance Writer (2009-2013)**: - I have been doing short- time writing assignments for the NGOs, Corporate Social Responsibility initiatives and private websites on varied subject matters for four years.  **Project Undertaken: -** Written Case studies, Concept notes, Press Releases, drafting impact assessment Reports, Articles, Policy Paper drafting, questionnaires for feasibility study, drafted promotional campaign, prepared promotional material and Annual Reports as a freelancer for a well-known corporate foundation of a leading corporate group for almost one year and half year now as a ghost writer. |
| **St. Xavier’s Social Service Society**, **Ahmedabad (Jan 2007-July 2008)**  The organization works for comprehensive urban slum development in the city of Ahmedabad.  **Position: Management Support Coordinator**  **Projects Undertaken**:  Drafted two **major project proposals** for the organization, one for non-formal educational classes for the marginalised children of the slums with the assistance of formal education system, which will a model of **formal-non formal educational set-up’s linkage** for future replication and another one was for **women empowerment through SHGs** and formation of **Model Mahila Mandals**. Prepared **Annual Report**, Minutes of meetings, Seminars and Workshop reports.  **Responsibilities**: - **Documentation, Planning and Monitoring**. |
| **Cohesion Foundation Trust, Rapar, Gujarat (June 2006- Dec 2006)**  Providing sustainable livelihood opportunities and NRM activities in the eastern region of the Rapar Block, Kutch covering a cluster of 35 villages.  **Position:** Cluster Coordinator at Rapar, Kutch  **Projects**: - Wasmo, KDPP (Prime Ministers National Relief Fund), Federation of the SHGs (CARE INDIA), Livelihood Activities for the SHGs, Operational functioning of the SHGs, ICECD Insurance work (CARE), SNEHAL- CARE (Morbi)  **Responsibilities:** Day-to-day planning, implementation, monitoring, **reporting, proposal writing, documentation** and providing inputs to the field team of the Rapar cluster of around 35 villages. Played a prime role in giving a shape to the future Federation of SHGs associated in Rapar Taluka and selection of the leaders and members of various committees which will take up village level developmental initiatives with the assistance of the organisation. |
| **Field Work Assignments (Masters of Social Work)** |
| **Undertaken field assignments in the following settings during my Masters level training: -**  **Industrial Setting: -**Sarabhai Chemicals Pvt Ltd, Baroda  **Rural Setting**: - Sangma Gram Panchayat, Baroda  **Urban Social Setting (Community Based NGO)**: - Karelibaug Bhagini Samaj Trust, Baroda and Vikas Jyot Trust.  **Health Care Setting**: - Child Guidance Clinic- Faculty of Social Work, M.S. University |
| Two research studies were undertaken as a part of my Masters and P.G Diploma HRM: -  Post Graduate Dissertation (MSW)  **Riot- Affected Women and Self-Concept**  **Sample Size**: - The study covered 91 women affected by the Gujarat Riots of 2002.  **Areas covered**: - The major riot affected areas in the districts of Baroda, Ahmedabad- Ramol, Panchmahal-Halol and Sabarkantha- Moddassa. |
| **PG Diploma HRM**  **Research Study: -** Role of HR in the Developmental Sector and Performance Management System |

**Educational Qualification & Training**

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| Qualification & Year of Passing | University / Board | Subjects |
| MSW, 2006 | The Faculty of Social Work, MSU, Baroda | Social Work Philosophy, Social Research Methodology, Social Group Work, Social Case Work, Social Legislations, Human Resource Management, Labour welfare, Human development and Psychopathology, Community and Rural development, Criminology etc. |
| B.A, 2003 | L.D. Arts College, Gujarat University, Ahmedabad | Psychology, Marketing Advertising |
| P.G Diploma HRM | Ahmedabad Management Association | Human Resource Management |

**Academic Accomplishments**

* Secured 19th position in graduation among 26,000 students (all streams), at State level. (Gujarat)
* Topped the class 12th Arts stream in school
* Got selected for MSW, through All India Competition, by the Faculty of Social Work, MSU, Baroda.

**Extra-Curricular Activities**

* Was in the school choirs throughout school years
* Won prizes for drawing and essay competitions at school level
* Anchored school’s Annual function in class 12th

**Hobbies**

Reading, Traveling, Singing, Handicrafts and Cooking

**Contact Details**

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