

# Nisha Bajpai

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Enthusiastic Social Worker with 10 years of experience in the field of philanthropy, eager to contribute to team and Society success through hard work, attention to detail and excellent organizational skills. Clear understanding of goals and motivated to learn, grow and excel in CSR field.



## Skills



Staff Management



Consulting



Business planning



Project Management



Business Development



Decision-Making



Budgeting



Recruitment and hiring



## Work History



**Jun 2021 - President**

**Current**

*Empowering Humanity, Ahmedabad , Gujarat*

- Educated staff on organizational mission and goals to help employees achieve success.
- Provided medical help and treatment to various patients with the help of different Corporates and agencies
- Provided scholarships to students who lost their father during Covid-19 with the help of various agencies and NGOs
- Delivered comprehensive therapeutic services to children, adolescents and adults to support child welfare and prevention services.
- Interviewed clients, families or groups to assess situations, limitations and issues and implement services to address needs.

- Counseled individuals and families regarding mental health, substance abuse, physical abuse and rehabilitation issues.
- Visited individuals in homes and attended group meetings to provide information on agency services, requirements and procedures.
- Successfully managed to complete the project of providing basic information about menstrual hygiene and distributing pads to underprivileged women of Ahmedabad on the monthly basis.
- Providing education to street kids with the help of the team of volunteers in Ahmedabad.

Mar 2022 -

## Founder & Trustee

Current

*Peace Aid And Rights Foundation , Ahmedabad , Gujarat*

- Defined company roles and responsibilities to establish and enhance processes.
- Planned, organized and directed philanthropic fundraising initiatives.
- Organized and managed portfolio of donors and cultivated and built authentic relationships through frequent personalized contact.

Jul 2017 -

## Principal

Current

*ONGC, Ahmedabad , Gujarat*

- Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
- Supported hiring, training and disciplinary action in compliance with legal guidelines and requirements.
- Managed all details regarding student discipline.
- Researched and incorporated new educational trends and instructional strategies to optimize education effectiveness.
- Administered personnel policies and procedures and approved professional staff additions.
- Led meetings to convey policy changes, gather information and assess employee thoughts.
- Established positive, stimulating learning environment for students and exciting education-focused setting for teachers.
- Prepared school budget and submitted to school board with recommendations for hiring, capital expenditures and cost-saving initiatives.
- Trained teachers on effective teaching techniques, classroom management strategies and behavior modification.
- Oversaw schedule management and protocols for orientation, registration and related activities.

Jun 2015 -

## Academic Head

Jun 2017

*Doon Blossom Academy , Ahmedabad , Gujarat*

- Kept institution financially sound by tracking expenses and maintaining detailed records.

- Conferred with educators to rebalance classes, increase resource utilization and integrate new technology.
- Consulted with government regulatory and licensing agencies to verify institutional conformance with applicable standards.
- Assisted faculty and staff in duties such as teaching classes, conducting orientation programs and issuing transcripts.
- Worked flexible hours across night, weekend and holiday shifts.
- Led projects and analyzed data to identify opportunities for improvement.



## Education

### **Bachelor Of Education : Education**

*Indira Gandhi National Open University - New Delhi*

### **Post Graduation : Chemistry**

*Madurai Kamaraj University - Ahmedabad*

### **Graduation : Chemistry**

*Brahmanand Vishvavidyalay - Jhansi, Uttar Pradesh*



## Accomplishments

- Managed to provide awareness about menstrual hygiene to thousands of women in Ahmedabad.
- Distributed sanitary napkins every month to inculcate a healthy habit in women
- Attended United Nations international convention on countering the use of information and communication Technologies for criminal purposes as an Adhoc Committee member.
- Attended various seminars as a speaker to spread awareness and raise fund for underprivileged children and women.