

# ANKUR J. PAREKH

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A Project Consultant at NABARD Consultancy Services - Bhavnagar & MBA with HR and LLB  
With 11-year experience in Teaching and Administration.

## CAREER SUMMARY

- High-profiled experience as an Academic Associate with a demonstrative history of working in the area of Business Policy, Strategy, Entrepreneurship, Legal Aspects and International Business.
- Skilled in Administration, Operational Activities, E-Learning, Analytical Skills, Coordination and Research.
- Strong Academic Professional with an MBA focused on Human Resources Management, Administration, Academics, Teaching and Middle Level Management.
- Exposure and Experience of Administration in Shipping & Port Industry.

## KEY SKILLS

- **Organizational Skills:** My career so far helped me to organize activities in time with optimum utilization of resources.
- **Responsibility Skills:** I am a part of different activities, this helped me to develop skill to maintain preferences of job activities. Responsibility & skills always tell me what to do first.
- **Academic Skills:** I used to coordinate Academic Activities which facilitate me to enhance my working capabilities personally as well as in team.

## EXPERIENCE

1. NABARD Consultancy Services, Bhavnagar	Nov-20 to Present
Role: Project Consultant	

- I oversee the eShakti project of NABARD which is under the direct authority of central government.
- I'm responsible for smooth implementation of the project all across Bhavnagar district.
- Manage all aspects of the project implementation.
- Guiding the implementing Agencies and the Animators.
- Coordinating with SRLMs, if any at the district level.
- Coordinating with bank branches to ensure use of eShakti portal by banks and resolving bank queries, if any.
- Work with banks/Implementing Agencies to improve credit linkage.
- Technical, Physical & Financial monitoring of the project.
- Submission of weekly/fortnightly reports on the status of implementation to NABCONS & NABARD regional offices.
- Liaising with ASP and DDM for resolution of any technical as well as local problems.
- Making regular visits to the implementing agencies and self-help groups to check whether financial data entered into the forms for data collection matches with the register maintained by the SHGs and its authority, books of accounts of the SHGs, whether data entry is taking place regularly, monthly financial statements, data appearing with in the mobiles is consistent with registers.

- Auditing and inspecting the data collection and updation by the animators as well as carry out random transaction audits.
- Supervision of the execution of the prescribed activities, ensuring adherence, organise and attend meetings and resolving issues.
- Prepare a detailed work plan as a point wise achievement chart of the activities and tours with timelines and documentation of the implementation of the project.

## 2. Indian Institute of Management, Ahmedabad

June-15 to June-20

Role: Academic Associate

- Working with senior faculty members as may be assigned by the Area Chair.
- Assisted faculty members in activities related to course design, and delivery in any of the Institutional Program. This includes help in preparation/revision of course outline, reading list, class handouts, simulations, presentation slides etc.
- Correction/grading of answer sheets/quizzes/projects/assignments as instructed by faculty member(s).
- Participated in all briefings, discussions and training organized by instructor(s), academic officers, Program Chairpersons, Dean and Area Chair.
- Provided tutorial support including classes, to students as instructed by faculty member.
- Coordinated with Academic Offices like PGP, PGP-ABM, PGPM, FPM, FDP, MDP and other support offices.
- Participated in invigilation duties, attend pre-examination briefing and post examination debriefing by faculty. To report instances of student's behaviour that violates Institutes code of Conduct.
- Assisted faculty in their research, case writing, teaching note/exercise development and paper writing.
- Learnt such tools, techniques and software applications required for conducting high quality research and apply the same as required by faculty member(s).
- Coordinated with R & P Office, Case Unit etc. for matters related dissemination of research output, registration of cases/teaching notes /exercise etc.
- Ensured the confidentiality of the resources like access to faculty room, passwords etc., if assigned by faculty(s). Should ensure that no unauthorized person accesses such resources.

## 3. Param Institute of Management & Research, Jamnagar

Sep-12 to May-15

Role : Assistant Professor

- Provided academic advisement to students including assistance with thesis and dissertation development.
- Maintained classroom structure and student engagement.
- Adapted teaching methods and class materials to suit student needs.
- Utilized innovative teaching methods to encourage student learning objectives.

## 4. Kandla Port Trust, Off-Shore Oil Terminal, Vadinar

Sep-11 to Aug-12

Role: Management Trainee

- To assist H. O. D. in formation of Key Project Works or Policies and to access Tender Process.
- To assist the pay bill work and passing the salary bills
- To assist the HR Manager in handling HR functions in the HR and General Administration Department.
- To assist the Account Office in maintaining Annual Accounts
- To assist the Account Office in Budget Compilation as well as drafting & computer assistance at Account Office for communication which are doing with ministry, head office, private parties and in payment procedure of Service Tax and Income Tax online
- To assist the Account Office during the yearly audit of Income Tax, Service Tax, ISO 9001, CAG etc.

- To help to maintain the computerized schedules for upcoming vessels, to keep the records of duties of the marine staff's duty hours & Overtime and to make the shipping bills, shipping related registers as well as in maintaining the sea traffic.
- To assist the Procurement office and store as well as Scientific Office in managing admin activities.

5. Chamunda Brass Products, Jamnagar  
Role: Admin Assistant

June-10 to Sep-11

- To assist senior accountant in account solutions.
- To see admin and office activities.
- To see HR functions.

6. P. L. Gusani & Co., the Advocate Firm, Jamnagar  
Role: Legal Assistant

April-07 to June-08

- Collected and prepared pre-trial discoveries, records and evidence, including interviews of witnesses, clients and law enforcement.
- Compiled documentation, ensuring accuracy and detail for legal briefs, responses to opposing counsel, motions to court and trial exhibits.

## ADDITIONAL CERTIFIED COURSES

- **"Creativity for Problem Solving & Crisis Management"** by Ahmedabad Management Association
- **"Building Organization through People Power"** by Ahmedabad Management Association
- **"Microsoft Excel 2013 – Advance Level"** by Ahmedabad Management Association
- **"Education in Changing World"** by Open 2 Study (Online)
- **"Management in Competitive Edge"** by International College of Management, Sydney (Online)
- **"Strategic Management"** by Open 2 Study (Online)

## ACADEMIC BACKGROUND

Sr. No.	Qualification	University/Board	Specialization Subject	Percentage	Year of Passing
1.	D.L.P.	Gujarat University	Labour Law	-	Pursuing
1.	L.L.B.	Saurashtra University	Law	56.00%	2012
2.	M.B.A.	Saurashtra University	H.R.M./Finance	68.57%	2010
3.	B. Com	Saurashtra University	Account	61.27%	2007
4.	H.S.C.	G.H.S.E.B.	Commerce	71.50%	2004
5.	S.S.C.	G.S.E.B.	NA	75.43%	2002

## INTERNSHIP OR RESEARCH ACTIVITY

Sr. No.	Activity	Industry	Location
1.	Summer Training Project	Gondal Nagrik Co-operative Bank	Rajkot

2.	Final Project on Employee Satisfaction of HR Department	(A) ICICI Bank (B) Reliance ADA Group	Jamnagar
3.	Research Report on	Fabric Printing Industry	Jamnagar

## EXTRA CURRICULAR ACHIEVEMENTS

- Won awards and certificates from magazines and newspapers for the published articles and social stories.
- Handled the Education Department of my caste where more than 600 students get the benefit of books and scholarship.

## PERSONAL INFORMATION

- Father's Name Jaysukhlal Dhirajlal Parekh
- Date of Birth 25th May 1987
- Hobby Writing, Travelling, Networking
- Address Choksi Fali, Jalani Jar, Opp. Gwal Masjid, Jamnagar - 361001
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