

Rapid Action:

Jigisha Devani

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Location-Khambhat, Gujarat, india



Career Summary:

❖ Project Management	<i>Project Fellow/Research Assistant/Program Officer with 6 year of Experience. Preparing flawless Presentations, Expertise in Microsoft Excel, Microsoft Word. Experience in various Education, Economics and Agriculture Projects. Highly organized with a strong attention to detail and the ability to monitor and maintain schedules closely. Motivated, driven to succeed, and able to work alone or as part of a group. Can travel and work long hours. Proficient in project-related computer software analytical software. Strong clerical skills</i>
❖ Field Investigator	
❖ Data Management	
❖ Research & Analytical Skills	
❖ Day to day Administrative	

Professional Contour

Program Officer/Consultant

Sep,2017 to March,2019

Knowledge Consortium of Gujarat, Education Department, Government of Gujarat, Ahmedabad.

Responsibilities:-

- Organised Research Workshop for Faculty and Fellows.
- Managed all Clerical and administrative work regarding schemes
- Prepared detail report regarding new Government Initiatives
- Doing administrative and clerical tasks (such as scanning or printing)
- Preparing and editing letters, reports and emails
- Arranging meetings, appointments, and executive travel
- Answering phone calls and taking messages
- Maintaining folders on servers
- Recording meeting minutes
- Co-ordinate with respective Colleges, organisation regarding Scheme implementation Process.
- Worked as a volunteer in Vibrant Gujarat MoU, Education Fair.

Research Assistant:

April,2016 to April,2017

Agro Economic Research Centre, Sardar Patel University, Vallabh Vidyanagar, Anand, Gujarat.

Responsibilities:-

- Field Work regarding Project for Gujarat and Other State Also
- Data Collection for Project

- Filled up Questioner for project through direct primary methods
- Data Entry
- Data Analysis

Project Fellow:

August, 2012 to March,2016

Department of Economics, Sardar Patel University, Vallabh Vidyanagar, Anand, Gujarat.

Responsibilities:-

- Maintain project records, including preparing invoices, memos, financial statements, and project reports.
- Conduct project-related research, compile data, and prepare reports to present to project Coordinator
- Organised National Level Seminars for Academicians, Fellows, Researchers from Project Grants.
- Field Work, Data Gathering, Data Analysis for Project
- All Administrative Work regarding project

Education Background

- P.G.Diploma in Computer Application, ICE, Anand, Gujarat. 2015
- M.A–Economics, Sardar Patel University, Anand, Gujarat. 2009–2011
- B.A.–Economics, Gujarat University, Khambhat, Gujarat. 2006–2009
- CCC–BAOU Open University, Ahmedabad, Gujarat. 2009

IT Skills

- ❖ Operating Systems : Microsoft Windows/DOS
- ❖ Word Processors : MS–Word
- ❖ Spreadsheets : MS–Excel
- ❖ Graphics : MS PowerPoint, Photoshop, Corel Draw
- ❖ Typing Speed/Language : 45–55 wpm, Gujarati, Hindi, English

Personal Skills

- ❖ Attention to detail
- ❖ Strong Communication
- ❖ Pleasant Personality
- ❖ Ability to work under pressure

Personal Profile

- ❖ Date of Birth: 17, Aug, 1989
- ❖ Gender: Female
- ❖ Nationality: Indian
- ❖ Marital Status: Single
- ❖ Language: Gujarati, Hindi, English
- ❖ Driving Licence: India