

PRATIBHA PANDAY

EXECUTIVE - CHAPTER & VIBHAGS DEVELOPMENT

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PROFILE OVERVIEW

Proactive Office Executive with experience in chapter and vibhag development, meeting coordination, and compliance management at BLS. Adept at managing stakeholder engagement, leading Mahila and Yuva Vibhag activities, maintaining accurate reports, and driving operational efficiency.

WORK EXPERIENCE



Office Executive
Bharat Lok Shiksha Parishad

04/2022 - Present
New Delhi, India

Non-profit organization working to take education, to children in tribal and rural villages in India, under the umbrella of Ekal Abhiyaan.

- Spearhead chapter and vibhag development initiatives, ensuring smooth operations and growth.
- Manage Samanvya meetings with effective coordination and follow-ups.
- Ensure compliance with the Standard Operating Procedures (SOP) of CDW for streamlined processes.
- Oversee all activities of Mahila Vibhag and Yuva Vibhag, facilitating engagement and development.
- Prepare and manage trustee prabhari reports for strategic decision-making.
- Record and maintain accurate minutes of chapter meetings, ensuring transparency and accountability.
- Provide detailed reports to PST, highlighting strengths, weaknesses, and areas for improvement.
- Manage administrative operations, including documentation, data management, scheduling, and official communications for efficiency..

SKILLS


Technical Skills:
Email Drafting & Documentation, MS Office (Word, Excel, PowerPoint)

Organizational & Leadership Skills:
Project & Program Management, Event Planning & Execution, Team Coordination & Supervision, Problem-Solving & Decision-Making


Administrative & Management Skills:
Chapter & Vibhag Development, Meeting Coordination & Management, Strategic Planning & Analysis, Report Writing & Documentation

Communication & Coordination:
Reporting to Senior Leadership, Cross-Team Collaboration and Stakeholder Engagement


KEY ACHIEVEMENTS



Ensured 100% SOP compliance for operational efficiency.



Handled administrative operations, ensuring efficient documentation and workflow



Maintained accurate records and meeting minutes, streamlining Samanvya meetings for better coordination.



EDUCATION

Bachelor of Education
Kurukshetra University
2020 - 2022

M.A(Economics)
Indira Gandhi National Open University
2018 - 2020

BACHELOR OF COMMERCE
School of Open Learning
2015 - 2018

LANGUAGES

English	Native	●●●●●
HINDI	Native	●●●●●