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| PERSONAL DETAILS  RUPAL MEHTA  C/o. Bhagwati Printing Press  36, Industrial Area,  Mithapur. 361345  Mobile: +91 9099102580,  +91 9712110800  Email: [Palrup.rm@gmail.com](mailto:Palrup.rm@gmail.com)  Date Of Birth :May 2nd, 1980  Sex: Female  Nationality: Indian Marital Status: Married **LANGAUGE KNOWN**  GUJARATI HINDI  ENGLISH  **INTEREST AND HOBBIES**  Cooking,  Volunteer Work/  Community Involvement | SUMMARY  I am Master in Social Welfare, An Astute and Result Oriented Private, Public-Private, Non-Government Organization Presented a paper on **“Social work in Indian Perspective - Poverty & Public welfare”** With Multi-Functional Track Record and Experience with Such as NGO Covering Agricultural, Non Agricultural, and Health Care Service Industry.  HIGHLIGHTS   * Extended expertise in all areas of Human   services along with various operations.   * Have comprehensive communication skills   as well as proved organizational skills.   * Have self-motivating ability and pass the   spirit to others.   * Have efficient expertise on time administration. * Training and development * Affirmative action compliance * Innovative   ACCOMPLISHMENTS  Project Management: Livelihoods- Research and Training on Sustainable Rural Development Water Use Efficiency:  Implementation, Research, Training, Consultancy, documentation Evaluation & Impact Assessment:  Expertise and Experience in Project and Program Evaluation and Impact Assessment (Poverty Alleviation and Environment Conservation)  EDUCATION   * **Master in Social Welfare: Social Work** with 1st Class   Year - 2006  SAURASHTRA University  Rajkot, Gujarat, India   * **Bachelor of Science: Home Science** with 1st Class   Year - 2003  SAURASHTRA University  Rajkot, Gujarat, India   * **Diploma: Home Science** with 1st Class   Year – 2001  SAURASHTRA University  Rajkot, Gujarat, India  WORKSHOPS   * **“Customer Service Leadership and Personality Development”** Trainingorganized by Oscar Murphy International (OMI, Singapore). * **“Workshop on Documentation”** organized by AGA KHAN EDUCATION SERVICE INDIA. * **“Report Writing in CBOs”** organized by Ahmadabad Management Association. |

EXPERIENCE

* **PAPAYA CARE PVT LTD.- Ahmedabad , India** February-2017 to till date

**Facility Manager**

**Responsibilities:**

Maintain appropriate level of supplies within budget constraints.

-Manage a team of unionized employees and provide adequate orientation, training, and scheduling for all staff.

-Monitor facility readiness for Department of Health survey.

-Prioritize work orders for maintenance. Follow up to assure successful completion.

-Actively participate in Quality Assurance initiatives.

-Respond to resident/client concerns appropriately. Bring to satisfactory resolution.

-Responsible for timely maintenance and update of resident agreements and required non-clinical documentation.   
- Conduct property tours, and facilitate sales of open units. Additionally will support administration in referral development and maintaining high census.

* **Utthan –** Ahmedabad, India April – 2014 to December 2015

**Monitoring and evaluation officer cum admin**

**Responsibilities:**

Monitor and analyze programmer developments and implementation; review documents and reports; identify problems and issues to be addressed and propose corrective actions; liaise with relevant parties; identify and track follow-up actions. Participate actively in programme planning process and budgeting of the programme quality and fundraising unit, Ensure quality of data collected by partners Provide feedback to partners and programme teams on projects’ performance based on monitoring data findings. Provide full admin support to the team and department.Perform data-entry, documentation, printing and filling duties. Maintain a proper and user friendly filling and document control system for recording and tracking of all documents .Support the officers in daily admin roles and to keep stock of stationary supplies for the department. Put up purchase requests for all approved purchases for the necessary approvals and verify invoices for the raised purchases upon delivery of goods and services. Create and maintain useful databases for the department. Perform some research duties as and when required by the team . Assist the Dept head to maintain a proper attendance and tracking report for the Dept. Assist on any ad-hoc tasks as required by the dept.

* HDFC BANK PVT. LTD – Mithapur, India February 2013 to December 2014

**Business Development Manager**

**Responsibilities:**

To achieve identified short & long-term KPI’s & targets. To drive sales in line with Insurance strategy and deliver a profitable business focused on sales growth, excellent customer service & sector leadership. Ensure sales pipeline has sufficient development to achieve agreed sales objectives. To assist in the identification & sales development of a profitable customer base, being mindful to work with and in synergy with the existing VPS customer base. To ensure activities meet Health & Safety, legal & ensure other compliance requirements are meet to the needs of the business. To resolve customer concerns & complaints in the best interest of the company whilst ensuring customer satisfaction. To collate management information and produce required sales reports to the needs of the business, including a weekly & monthly update. To manage and develop close working relationships through the sales and operations teams to ensure business development and sales opportunities are being maximized.

* INTERNATIONAL DEVELOPMENT ENTERPRISES (INDIA) – October 2009 to October 2011

Ahmedabad, India

**Area Manager**

Responsibilities: (Handling two states Gujarat and Rajasthan)

Worked as an Area Manager associate of the administrative team for carrying out object planning and forecasting, troubleshooting as well as proper evaluating.

Provide various measures for recruiting, training and evaluating other personnel in range of topic such as training for select farmers who are willing to participate in research and development Etc.

Offer training, supervising and evaluating features for operations confines.

Provide well conducted daily position reports as well as informational conferences.

Provide due maintenance for operational budgets.

Acted as the liaison between sponsors, administrators along with cast associates.

Directed and assisted planning summits.

Beside increasing outreach and carrying out the promotional activities to increase awareness and developing the supply chain to meet the resultant demand Provide necessary suggestions to cast associates.

* MANIPAL CURE AND CARE PVT. LTD. – June 2007 to March 2009

Ahmedabad, India

**Admin Executive cum Medical Counselor**

Responsibilities:

Team Leader, manage all floor staff, Training, time keeping, looking MIS and reports, handle corporate client.

* TATA CHEMICALS LTD. MITHAPUR August 2006 to March 2007 Mithapur, India

Associated with rural development Project “HARIYALI WATER SHADE PROJECT”

**Community organizer**

Responsibilities:

Make SHGs groups, monthly planning and review, maintain data collation.

AFFILIATIONS

Worked at lead volunteer position during internship and early assignments with various Private, Public-Private and NGO organizations

* **“The Lifeline Express”** Organised by TATA Chemicals Ltd. Mithapur
* **“Bal Lakwa Nabudi Abhiyan (Child Paralysis Finish Campaign)”** Organized by Municipal Corporations Rajkot, India
* **“Community Development”** Organised by TATA Chemicals Ltd. Mithapur (Block field work).