

# ASHKA D. BHAVSAR

## PERSONAL STATEMENT

Highly motivated & result oriented individual; with proven teaching, guidance, and counseling skills and **7.6 years of Experience**; Sharp, motivated, and dynamic professional seeking an upper management role that will allow broadening leadership skills while continuing to acquire new skill sets. Have a true passion for people, making highly adept in interaction and communication with fellow colleagues and senior-level management.

Hold Strong speaking skills and proven ability to lead. Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively. Advanced computer knowledge, including a variety of software packages.

## OBJECTIVE

An innovative, visionary, and dedicated learning leader and education counsellor with over several years of cross functional experience. Experienced in implementing a strategic vision by forging partnerships with parents, stakeholders & students.

Display a high premium of respect and trust with a proven understanding of cross-cultural relationships and empathy to validate institutions community connections. Skilled in quality assurance and governance management, institutional leadership, curriculum development & delivery, community liaisons and safety along with management of human capital and infrastructure.

## WORK EXPERIENCE

### *Freelancer*

#### *Responsibilities-*

**2019 – Till Date**

- Working as a psychologist with Vidyavardhini's Annasaheb Vartak College of K.M. College of Commerce.
- Currently associated with Dr. Dhvani Zota, as a psychologist.
- Associated with Unitedwecare, mental wellness platform.
- LIC** as a trainer where the workshop is conducted by me with a psychological mindset.
- Conducted a seminar of '**Ignite your thoughts**' thus tapping the emotional intelligence through training individuals.
- Diligently tried my hands in motivational speaking as a freelancer and earned brownie points for the same.
- My journey shooked an upward swing when I indulged myself in organizing workshops that deal with motivational speaking and improving the confidence of others.
- As a motivational speaker, I tapped on many sensitive issues like stress management and anger management.
- While talking to young students, I acknowledged the CARKHUFF model of counselling that highlighted the framework of seven skills in helping Human relations.
- Proficient knowledge in stress management, anger management, decoding of emotions, Motivational speaker.
- Held several seminars and imparted knowledge to people.
- "Decoding of emotions"** event was held in collaboration with mom bloggers that was a big success as we motivated and imbibed knowledge.
- Participated with many aspiring bloggers and artists in organizing events that gathered masses and successfully put my best foot forward.
- Got a chance to engage in branding and advertising brands like Mother Sparsh, Pampers, Mineral Rich Desert Salt etc.



## CONTACT



Mumbai, India



9930751327



[bhavsarashka1987@gmail.com](mailto:bhavsarashka1987@gmail.com)

## SKILLS

Corporate Communication  
Reputation Management  
Vendor Management  
Agency Management  
Social Media Strategy  
Event Planning  
Interpersonal Skills  
Time management  
Verbal & Written Communication  
Team Work  
Multi-tasking

## TECHINICAL SKILLS

Microsoft Office Word  
Microsoft Office Excel  
MS PowerPoint  
Excellent Keyboarding  
Internet Fundamentals

## EDUCATION

Pursued **MA** in Counselling Psychology from Delhi University (2021)

Completed **Transactional Analysis (TA)** from Institute of Human Technology (2021)

Completed **Rational Emotive Behavior Therapy (REBT)** from Institute of Human Technology (2021)

Completed **Robert Carkhuff's Model of Counselling** from Institute of Human Technology (2020)

**Leaders of Training** from Harvard University, US (2020)

**Theory of Psychology** from Yale University, US (2020)

**Post-Graduation Diploma in Business Economics (MBA)** from WLCI Mumbai (2011)

- Evaluation and Documentation of candidate's progress Responsible for organizing and managing learning, developing stimulating and challenging environments which secure effective learning and provide high standards of achievement.

## Counsellor

**Yashwantrao Chavan Maharashtra Open University**

**2021 – March 2023**

### Responsibilities-

- Indulged in conducting online sessions comprising of motivating the students and guiding them in a proper way.
- Successfully organized and conducted various Exhibition where I diligently supervised classes to ensure all students are learning in a safe and productive environment.
- Questions were properly guided to students.
- Module was duly based on Morals, Ethics, Society, and their Values.
- Evaluation and Documentation of students' progress.
- Developed and issued educational content including notes, tests, and assignments.
- Provide a variety of learning materials and resources for use in educational activities
- Assess record and report on the attendance, progress, development and attainment of all pupils and keep such records as are required by the university systems.

## PAST EXPERIENCE

- Times of India as Senior Officer (Sept 2015 – Feb 2016)
  - Experience in basic counselling of the employees.
  - Report the basic data related to employee feedback.
  - Basic exp.in handling the complaint management system.
  - Closely worked with HR team management.
  - Handled employee grievance.
- ACTFAQs as Assistant Manager Business Development in Marketing & Sales (Oct 2013 – May 2015)
- Id8labs as Assistant Manager Search Engine Optimization (July 2012 – Dec 2012)
- WLCI College, India as Assistant Manager Digital Marketing (Jul 2011 – Jun 2012)
- VJM Media Pvt. Ltd. as Management Trainee (Oct 2010 – May 2011)

## CO-CURRICULAR

- Zumba Instructor
- **Summary:** Experience in many different fields of work that revolve around customer service.
- **Skills:** Excellent Customer Service, Management
- **Description:**
  - Designed each class to match the skill and learning levels of all participants.
  - Suggested exercise modifications to individual students to avoid strain and injury.
  - Cleaned and organized studio after each group fitness class.
  - Encouraged members to continue attending group fitness classes.
  - Prepared teaching area for each class and returned all equipment to storage at the end of class.
  - Tracked class attendance and monitored class size to gauge the effectiveness of promotions.
  - Promoted programs, products, and services to participants.

## PROJECTS UNDERTAKEN

- Huggies by Reliance Group of Companies (Big FM) as Trainee Coordinator (Dec 2008 – Jan 2009)
- Indian Travel Mission (ITM) by Tourism Australia as Trainee Coordinator (Aug 2008 – Sept 2008)

## PROFESSIONAL ACHIEVEMENTS

**Graduation in B. Com** from  
Mumbai University (2008)

**HSC and SSC** from Maharashtra  
Board (2003 – 2005)

## CERTIFICATIONS

Certified Child Counsellor from  
Global Trainers, Coaches and  
Counsellors Organization

Certified Addiction Counsellor  
Non-Clinical from Global  
Trainers, Coaches and  
Counsellors Organization

Certified School Counsellor from  
Global Trainers, Coaches and  
Counsellors Organization

## PERSONAL DETAILS

**Date of Birth:** 16<sup>th</sup> April, 1987

**Languages Known:** English,  
Hindi, Marathi and Gujarati

**Nationality:** Indian

**Marital Status:** Married

**Interests:** Travelling, Music,  
Swimming, Reading books

**Address:** Irla Junction, S.V road,  
Next to Kalpana Garage, Vile  
Parle (west), Mumbai – 400 056.

**(References available on  
request)**

- Won an award for the Best Vertical in Marketing of BOI Media and Entertainment Pvt. Ltd.