

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.

WORK EXPERIENCE

Freelancer

2019 – Till Date

Responsibilities-

- Working as a psychologist with Vidyavardhini's Annasaheb Vartak College of K.M. College of Commerce. (VARTAK COLLEGE, THANE).
- Associated with Unitedwecare, mental wellness platform.
- Had associated with Dr. Dhvani Zota, as a psychologist.
- LIC** as a trainer, in which I lead the workshop using a psychological perspective.
- 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.
- 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.



CONTACT



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SKILLS

Corporate Communication
Reputation Management
Vendor Management
Agency Management
Social Media Strategy
Event Planning
Interpersonal Skills
Time management
Multi-tasking

TECHINICAL SKILLS

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

EDUCATION

Completed MA in 1st class,
Counselling Psychology from
Delhi University (2021) (1st
Class)

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)

- 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

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

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: 16th 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)