**Professional LOR Workbook**

**Part 1: Personal Information about the referee**

**MAULIK HARENDRAKUMAR BHATT**

**CAMPUS DIRECTOR**

**SHREE SWAMINARAYAN SHIKSHAN SEVA KENDRA – VAPI**

Professional work relation:

Hierarchical relation?

A: Supervisor and Mentor

Projects done together?

A: Upgradation to Technology based Management and Education Systems. Expansion of social service initiatives.

Time known for?

A: 3 years

Extra-Curricular:

Activities organized/participated in together?

A: Tarun has worked with us on a few projects ranging from the expansion of our social outreach projects to the implementation of digital machines and upgradation of systems. He was involved in hardware and network evaluation, estimating impact created by the new hardware, both implemented with the use of softwares, ~~aligning hardware requirements with our budget~~, and the purchase of hardware by interacting with various dealers across the globe, keeping costs within the ~~available in our~~ budget.~~(He carried out the revamping process all by himself by interacting with various dealers across the globe through online portals and platforms like Alibaba)~~ He also laid out initial frameworks for moving our accounting and education management systems to the new ERP systems. Besides Tarun also advised on purchase, maintenance and operationsin of CCTV, printing solutions and web services after thoroughly researching the same. He was also instrumental in the integration of our LAN system by connecting various machines and technologies, fixing compatibility issues along the way. re-aligning our LAN system, ~~(he fixed compatibility issues, integrated the whole system by connecting various machines and technologies together~~.)On the non-technological front Tarun was one of the core team members that helped in expansion of our healthcare facilities from Tribal areas to Urban Areas, Pitching the idea for a mobile clinic cum ambulance service in the remote regions of South Gujarat, India, improving their awareness of basic medical issues and quality of life ~~(Tarun pitched the idea for mobile clinic cum ambulance service in remote tribal regions of South Gujarat. As a result, the quality of life people was gradually improved and this created the awareness among the tribe through weekly medical campaigns. The campaign enabled us to understand the present scenario of health facilities, identify major issues that people are facing while seeking health services & build awareness about accountability in health care. To bring about a change in the existing healthcare system we took the voices of people to the Government authorities. We collated data from our campaign and communicated the real picture to the district collectors and state health department for action.~~

Any other special things worth mentioning?

A: In February 2017, our organization held a mega cultural, religious and educational event at Vapi. The event had a footfall of over 1 lakh in 7 days. Tarun was responsible for planning and overseeing all the technological aspects at the mega-event.

**Part 2: Gathering relevant information**

**2.1 Strengths displayed? (Please give examples as well)**

1. Keen Observer

Tarun has good observation and understanding skills. He was trained on working of various procedures of the organization, wherein he observed that the technique to mark attendance for staff and students was very ~~traditional,~~ inefficient and slow. He therefore, suggested the use of a ~~that~~ biometric system to resolve the issues. ~~be used to mark attendance and avoid wastage of time in every lecture.~~ ~~Tarun has keen observation skills and resourceful thinking, which will benefit him in the future.~~

2. Hard working/Diligent

He is curious and keen to understand the workings and concepts behind everything. ~~a strong need to understand things~~. ~~Coupled with his keen observation he has good control.~~ He makes it a point to quickly gather facts and ~~Has a habit of quickly gathering facts and~~ has the ability to apply logic to achieve practical solutions.

During the purchase of digital classroom hardware, Tarun was able to identify and reduce the unnecessary hardware requirements put forward by the software suppliers. He was quick to suggest and use many of our existing hardware thus reducing costs.

3. Easy to work with

He has a very easy going and simple personality. He made friends quickly and was able to blend in to the existing team setup. Tarun has strong leadership skills and teamwork skills, also he efficiently handles people well and motivates them.

4. Perseverance and Self-Confidence

He is never shy to express his views and backs them up with confidence, logic and facts. Has a habit of trying to prove his point and not give up easily on his beliefs. He was instrumental in convincing the management for technological overhaul. Tarun suggested the use of biometric system, for marking attendance for students and staff. He then looked up for information on internet and made a presentation regarding its pros and cons, and hence convinced the people with his perseverance and diligence.

5. Enthusiastic and continuously evolving

Tarun never says no to any work assigned to him, within or outside his area of work. He is enthusiastic to learn about his work environment, and constantly tries to make it better for himself, others and the organization. Apart from the various aspects of management, Tarun also helped with organization of sports day events ~~by scheduling the parallel events for smooth operation and coordination with referees for fair play. He was there throughout the event and worked amicably and actively with everyone.~~

**Other activities done outside office or apart from work**

**Social Activities**

He likes to take part in welfare activities. As mentioned before we organized a mega cultural, religious and educational event at Vapi, in February. Tarun was continuously involved in monitoring and overseeing the activities and was quick to provide assistance in getting sponsors, donate blood and coordinating different events.

**2.2 Areas of Improvement**

**Tarun has good ideas, and puts forward good points, but he shows too much Perseverance with his ideas, and sometimes fails to completely comprehend other people's perspectives. Also has the habit of taking on too many things at the same time. He has become more open minded and approaches problems rationally. He also makes it a point to understand other points of view and is working on implementing them.**

**Areas of improvement**

* Regulate amount of work
* Enhance focus on area of expertise, reduce involvement in other areas at work
* Prioritizing of work and interests
* Does not delegate work to others easily

**Why you feel he would be a good addition to a Masters course in Business.**

**Any trait or interest that makes you think this.**

A: Tarun has the necessary qualities to be a leader and a businessman, having developed a strong understanding of business through his upbringing and work experiences. He is easy to reach but hard to convince without facts and logic, which helps him analyse things appropriately. ~~Has great understanding of his surroundings and has developed a strong business understanding.~~ ~~His ability to work hard for his goals and his ability to continuously seek new things to learn and improve will make him an ideal student for the course~~. (~~Since Tarun belongs to a family that has a business background heavily invested in education sector, he has got great understanding skills of how to work in group and maintain relations. Since he is working from past few years, he has deep understanding in business field~~. Moreover, he has got strong work ethics, leadership skills and takes initiative for every task. Due to these qualities, i believe he can add immense value to group discussions, projects and groups, and hence will be a good fit at the program. His friendly behavior not only helps to motivate others but also adds value to the project or discussions.)