

Ankita Chawla

Assistant Project Manager - CSR

Experienced Assistant Project Manager with a demonstrated history of working in Development Sector. Skilled in Nonprofit Organizations, Corporate Social Responsibility, Operations Management, Training Facilitation, and Management.

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📍 Vaishali, Ghaziabad

SKILLS

Project Implementation

Operations Management

CSR Program Designing

Vendor Management

Client Servicing

NGO Networking

Project Management

WORK EXPERIENCE

Assistant Programme Manager

Dentsu Aegis Network- InDeed

10/2019 – Present

Gurgaon, India

Dentsu Aegis Network Ltd. is a multinational media and digital marketing communications company.

Achievements/Tasks

- Designing and creating strategy - CSR & Shared value programmes.
- Implementation of end to end CSR activities.
- Creating project proposals on PPT.
- Billing & Invoice handling.
- Documentation & MIS handling.
- Current Projects: Road safety awareness, Tree plantation, Skill Development, WASH, Energy, COVID.

ETASHA Society

Corporate Relations Manager

11/2015 – 10/2019

Delhi, India

Achievements/Tasks

- Optimize and manage the CSR budget to achieve maximum impact.
- Coordinate with various support functions, Corporates, and NGOs to make programs successful.
- Engaging with beneficiaries as well as Corporates and evaluating effectiveness of CSR programs to ensure continuous improvement.
- Reaching out to Corporates via PR and marketing to deliver the message of the organizations towards social responsibility.
- Provide strategic insights to the team to help build and implement Volunteering strategies.
- Help ideate the departments on new volunteering initiatives that have deeper impact and better participation.
- Coordinate with various support functions, Companies, and NGOs to make programs successful.
- Using internal communication to reinforce the organizations policies.

PERSONAL PROJECTS

Volunteer and Intern Management

- Coordinating with the Volunteers.
- Asses the need of volunteers to enhance programme/service delivery.
- Making & Implementing the annual calendar of volunteering events aligned to ETASHA's programs.
- Manage relationships between partner NGOs, Volunteers and Companies.
- Developing Volunteer and Intern policy and making sure the smooth execution of the project and project deliverable.
- Develop and implement effective strategies to recruit the right volunteers with the right skill.
- Making Letter of recommendation and handling core volunteer management in ETASHA.
- To track the volunteer's assignment and preparing report on monthly basis.

PERSONAL PROJECTS

CSR Project handling for various centers and ITI's Planning and Staffing

- Delivering the core training to youth- Sales, Intra & Inter-personal skills, Interview skills, soft skills and making them job ready.
- Setting up new education cum vocational training centers at different locations according to the requirement of the projects.
- Define the scope of the project in collaboration with the project staff (Teachers, Trainers and Instructor).
- Oversee the planning, implementation, execution and evaluation of the Organisation's programmes and oversees the day to day administration of the facilities at project location.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.

Center Coordinator - ANK India

- To facilitate Soft skill sessions.
- To coordinate with funders and implement the project smoothly at the center.

EDUCATION

Masters of Social Work (MSW)

Indira Gandhi National Open University (IGNOU)

Bachelor's in Business Administration (BBA)

Birla Institute of Technology