

Meha Sodhani

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Professional Snapshot

- ⇒ A dynamic professional with **6+ years** of experience in Partnership Management, project development & implementation, and monitoring & evaluation.
- ⇒ Presently working with Magic Bus India Foundation, Noida.
- ⇒ A proactive leader and planner with expertise in project planning, and implementation.
- ⇒ Strong hold in critical thinking, writing, the ability to document information, pro-active in building long term relationships with NGO's and Corporates.
- ⇒ An effective communicator with excellent relationship building & interpersonal skills; strong analytical, problem solving & organizational abilities.
- ⇒ Strong proficiency in Microsoft Office, Microsoft Excel, Power Point, SPSS (statistical software).

Organisational experience

Since October' 17- August, 2018 with Magic Bus India Foundation, Noida

As Manager- Corporate Relationships (Sustainability Team)

Led second largest corporate grant in the organization, impacting 10,000 adolescents across 3 districts in Delhi.

The role entails-

- Oversee the smooth implementation of the project on the ground.
- Client managing, including regular donor reporting.
- Proposal development and budget monitoring.
- Lead Employee Volunteering Program across program locations.
- Coordinating across different district teams to ensure quality deliverables.
- Design program activities ensuring the overall program objectives are met.
- Overall documentation of the project including quarterly reports, annual reports.
- Handled branding and communication requirements in the form of annual project calendars, case story booklet, and regular communication posts of different events on social handles.
- Managed a 20 member team for overall implementation of the project.

Previous Assignments

June' 15 - October, 2017 with Charities Aid Foundation (CAF) India, New Delhi

As Manager- Programmes (April'17- October, 2017):

- ⇒ Managed CSR projects of various corporates, directly and through multiple partners in different states of India across diverse thematic area, like livelihood, skill development, health, education, sanitation, environment and wildlife.

Program Management:

- ⇒ Aligning CSO's with the funder/ corporate ask.
- ⇒ Defining project scope, discussing about the project implementation and signing agreement.
- ⇒ Managing the vendor and overseeing the implementation according to the agreed timelines.
- ⇒ Resolving disputes between stakeholders (community, CSO's involved and corporate).
- ⇒ Reporting to the corporate as per the MoU terms and conditions after having a satisfactory reporting from the CSO.

Financial Management:

- ⇒ Overseeing the quarterly, monthly and half yearly expenditure of the project amount provided to the CSO by the funding agency/ corporate.
- ⇒ Undertaking a thorough analysis of the financial statement by making a financial visit to CSO.
- ⇒ In case of any discrepancy found, suggesting a corrective method towards it and in case of ignorance of the corrective way, educating the CSO partner about the same.
- ⇒ Reporting about the expense statement (total spent, total leftover, reasons and carried forward) to the funder.

Retention and Growth:

- ⇒ Retained all of my program partners, CSO for the last two years.

- ⇒ Retained all my corporate partners viz, Oracle, USL, Cargill, Veer O Metals. In ORACLE, have increased the NGO count from 74 to 98 with an average of 50 L donation amount per year.
- ⇒ Helped in the growth of the implementing CSR budget by 60%.

As Programmes Officer (June'15-April'17):

- ⇒ Defined the project scope and objectives (ORACLE, USL, CARGILL, Veer O Metals) involving all relevant stakeholders and ensuring technical feasibility.
- ⇒ Compiled and furnished reports submitted to donors.

Projects Handling

* S.H.E (Security, Health and Education) - UNITED SPIRITS LIMITED (USL) supported CSR Project. Pertaining to sanitation, health, water and education related development in 13 locations of Pondicherry, Rajasthan, Bhopal, Odisha with 5 NGO partners.

*ORACLE supported CSR projects in three thematic areas, like environment and wildlife, community development and education covering the whole of India involving 98 different NGO partners.

*CARGILL supported CSR projects in the domain of nutrition covering 3 locations in Bangalore with 3 NGO partners.

* VEER O METALS supported CSR projects in the domain of nutrition covering two locations in Bangalore with 1 NGO Partner.

* UBS supported project towards relief and rehabilitation of revamped schools in Chennai region in 3 schools in Kancheepuram district, Chennai.

Previous Assignments

June' 13- June' 15 with National Corporate Social Responsibility Hub, Tata Institute of Social Sciences, Mumbai

As Programme Officer (CSR Planning and Development Research):

- ⇒ Have worked closely with various PSE's like Coal India Limited, Mazagaon Dock Limited, Balmer Lawrie & Co.
- ⇒ My work entailed planning and conducting social research studies (such as Baseline Studies, Need Assessment Studies, and Evaluation Studies) in rural India to recommend CSR activities to PSE's in India and guide them in implementation of these CSR activities for sustainable development.
- ⇒ The activities undertaken for the implementation of CSR projects-
 - * Regular communication, coordination and liaising with company officials as well as networking with community stakeholders on a day-to-day basis.
 - * Budgeting and designing research tools, conducting field surveys (qualitative and quantitative in nature) as well as supervising research investigators team during the fieldwork.
 - * Collating data collected during fieldwork and analysing data using sound research techniques to develop analytical reports and identification of future projects.
- ⇒ Undertook large volumes of reviewing of the project proposals of various PSE's.
- ⇒ Budgeting and planning on ground activities for Coal India Limited- Impact CSR activities. Quarterly budget preparation and financial year planning. Augment branding of CSR efforts of the Company.
- ⇒ Planned and implemented skill development projects in close collaboration with Labour Net for the company Eastern Coalfields Limited.

Previous Assignments

June' 12 – May' 13 at National Commission for Minorities, New Delhi

As Research Assistant:

- ⇒ Screened and evaluated various grievances/ complaints of minority communities on the religious and linguistic lines.
- ⇒ After initial round of screening, the specific complaints that were genuinely against the deprivation of rights and safeguards of the minorities were separated and such cases were taken up with the appropriate authorities.

Project: -

August' 11 – November '11 at Delhi School of Economics, Department of Sociology, Delhi University

Dissertation Details:

- ⇒ As part of MA coursework, I conducted a sociological study on street children in Delhi. The study was conducted to see the variety of emotions that street children experience about home in particular and physical space in general. This study introduced me to the understanding of the nuances of field research on a first hand basis and it played a vital role in strengthening interactive and adaptive skills in diverse social settings.

Internship :-

May'11 – July'11 with Centre for Social Research, New Delhi

As Intern:

- ⇒ Involved in conducting research and fieldwork on Domestic Violence cases in Uttam Nagar area in New Delhi. During the period of research, I made frequent visits to Courtroom to guide people through the case registering process and dealing and discussing the case history with the lawyers.
- ⇒ Made an effort to sensitize the people on the issues of wife beating, ill-effects of alcohol, domestic workshops through workshops in the community.
- ⇒ Successfully reduced domestic violence cases from 100 to 20 in six months.

Volunteering Assignments

May'09 – July'09 with Scope Plus (NGO), New Delhi

- ⇒ Situated in the Tihar Jail Complex, worked in the Tihar Jail (no. 3 and 5) in the area of adult education and activities of income generation.

Research Reports Worked On and Co-authored

- ⇒ Sodhani, M. & Prakash, A. (2013). "ECL CSR Baseline Survey Report for 2013-14 and Identification of future projects for FY 2013-14", National CSR Hub, Tata Institute of Social Sciences, Mumbai.

http://www.csr.tiss.edu/wp-content/uploads/2017/06/ECL-Final_report_of_Baseline_Study-Nov-2013.pdf?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base%3BnJmkz7FTR3OggqCybNWJGw%3D%3D

- ⇒ Prakash, A & Sodhani, M. (2013). "Mazagaon Dock Limited Evaluation Study Report of Corporate Social Responsibility (CSR) projects for FY 2012-13", National CSR Hub, Tata Institute of Social Sciences, Mumbai.

http://www.csr.tiss.edu/wp-content/uploads/2017/06/MDL-Evaluation-Study_2012-13.pdf

- ⇒ Kumar, A., Paul, M. & Sodhani, M. (2014). "Evaluation Report of Balmer Lawrie & Co. of Corporate Social Responsibility (CSR) projects for FY 2013-14", National CSR Hub, Tata Institute of Social Sciences, Mumbai.

http://www.csr.tiss.edu/wp-content/uploads/2017/06/BALMER-LAWRIE-Report-of-Evaluation-of-MoU-2013-14-CSR-Projects.pdf?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base%3BnJmkz7FTR3OggqCybNWJGw%3D%3D

- ⇒ Sodhani, M. (2014). "Evaluation Report of Eastern Coalfields Limited (ECL) of Corporate Social Responsibility (CSR) projects in Jharkhand for FY 2013-14", National CSR Hub, Tata Institute of Social Sciences, Mumbai.

Achievements and Awards

- ⇒ Received certification of appreciation for consistent contribution to the department and sincerity, from Department of Sociology, Janki Devi Memorial College.
- ⇒ An active member of various clubs namely, WDC, Environment Club during college days.
- ⇒ Been a member of Tobacco Fire Brigade in representing my college in promoting the cause of "Tobacco Free Delhi University" during 2009-10.

Education

- ⇒ **Masters** in Sociology with 52% from **Delhi School of Economics**, University of Delhi in 2012.
- ⇒ **Bachelors** (Hons) in Sociology with 56.2% from **University of Delhi** in 2010.

Personal Details

Permanent Address : EA-63, SFS FLATS, MAYA ENCLAVE, NEW DELHI- 110064
Contact Address : Same as above
Date of Birth : 24th November, 1989
Languages Known : English, Hindi
Hobbies : Reading, travelling, and baking.
Marital Status : Single
Passport : Valid