**First Name of Application CV No 1644678**

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# *****Educational Qualification:*****

Masters of Arts (MA) - Christ University

Bachelor of Arts (BA) - Christ College (Autonomous)

PUC - Jyoti Nivas College

SSLC - SDA High School

# *****Professional Course:*****

Davar’s College - Secretarial Studies and Services, Bangalore

Diploma in Office Management : Duration: (July 2005 - Jan 2006)

# *****Job Summary :*****

Children’s Movement For Civic Awareness (CMCA) : 20th June 2013 till 5th March 2016.

Designation: Programme Associate

**Responsibilities :**

1. ***Programme Planning & Implementation*:**

* Conducted sessions as civic tutor in our member schools :
* Conducted weekly sessions in schools.
* Conducted campaigns like Anti- litter, No food Wastage, Save Trees/ Save Paper, Eco- Ganesha, Eco- Diwali and World Democracy Day.
* Organized and accompanied students to Fieldtrips.
* Assisted in Organizing and accompanying students to Events such as INSPIRATION, Traffic Police Day, Pourkarmika Day and JOSH.
* Documentation and Maintenance of Reports :

• Responsible for Tracking and maintaining Master list - Data of All schools,

Principals, teacher coordinators, number of civic club members and

volunteers.

• Updated volunteer trends and school trends with status over the years.

• Documented Acts of Active Citizenship (AAC).

• Consolidated and monitored volunteers’ reports on a weekly basis.

• Prepared summary reports as part of Programme reporting to Head Office

• Prepared Minutes of meetings.

* Assisted in Executing impact assessment :

* Administered -Can they change (CTC), Have they changed (HTC) and Life Skills Questionnaire to civic club members in our member schools.
* Made Parent calls to see the extent of ripple effect and verify Acts of Active Citizenship among civic club members.

1. ***Volunteer & School Management:***

* In-Charge of volunteer recruitment.
* Conducted Orientation for prospective volunteers along with Senior Volunteer.
* Follow-up with prospective volunteers
* Inducted new volunteers – Arranged session sit-ins for prospective volunteers.
* Assisted in conducting Capacity building/ Training for Volunteers
* Supported and mentored volunteers.
* Tracked the performance of volunteers and maintained civic tutor grading sheet.
* Organized and Conducted zonal meets and monthly meetings for the volunteers.
* Assisted with Induction of new schools.

1. **Others :**

* In charge of screening mails and forwarding to the concerned person.
* Responsible for Filing, scanning and Maintaining Soft Copy and Hard Copy of documents.
* Track confirmation of volunteers for meetings by calls and e-mails.
* Participated in CMCA staff and core team meetings.
* Assisted in Resource Mobilization efforts – Sale and promotion of Eco- Friendly Bags. Helped in organizing and Coordinating events such as Marathon, Musical Concerts and Street Plays.
* Assisted in publication of CMCA Annual Newsletter.

# *****Previous Job History:*****

Hindustan Aeronautics Limited (HAL) : 8th June 2009 to 31st Mar 2010

Designation: Admin Assistant

Vigilance Department

**Responsibilities:**

* Dealing with telephone and Email Enquiries.
* Screening of E- Mails and responding to queries.
* Scheduling and Attending Meetings.
* Preparing Minutes of Meetings.
* Preparing Reports.
* Creating and Maintaining Filing Systems.
* Attend to visitors and other staff.

# *****Internship:*****

Interned with CSA (Centre for Social Action), NGO Christ University.

Interned with Kidwai Cancer Hospital.

# *****Extra Curricular Activities:*****

* Participated in Collage Competition, Sociology Fest SAMBANDH
* Participated in Indian Dance (Group), Intra Deanery Fest BLOSSOMS
* Volunteered in Sociology Fest SAMBANDH

# *****Personal Details:*****

Date of Birth      : 22-11-1987

Languages Known    : English, Kannada, Hindi and Telugu

Marital Status     : Single