

Thakarshibhai Mavjibhai Vegada
Social Impact | Administrative | Government Consulting

More than 10 (Ten) Years' Experience in Government Administration and community development, I currently working as a District Training Supervisor (Surat) at Pidilite Industries limited, CSR (Corporate social responsibility) wing. Easy to tackle the local rural language of Gujrat, know the Government's functioning, and can travel and work extensively as per project requirements.

WORK EXPERIENCE: -

Sr. No	Designation	Organization	Total Experience
1	District Training Supervisor	Pidilite Industries Limited, CSR wing	17 th , Jun, 2024 to Conti...
2	Social Auditor	Social Audit Unit, Gandhinagar	04 Months
3	Administrative Officer	Vidyamandir Trust, Palanpur	01 Years, 01 Month
4	Project Manager	Gujarat State Tribal Education Society (GSTES) Gandhinagar	11 Months
5	District Training Supervisor	Pidilite Industries Limited, CSR wing	06 Years, 07 Months
6	Community Leader	Sath Charitable Trust under Housing Right Program	04 Months

Designation: District Training Supervisor, Organization: Pidilite Industries Limited (CSR) Surat – Gujarat
(17st Jun, 2024 to conti...)

Responsibilities

- Monitoring in Plumber and carpenter trades.
- Coordinate with ITI principal, Forman and Trainer,
- Mobilization Students for construction sector long-term and short-term courses like plumber, carpenter, and mason general trades
- Design and conduct written tests and interviews for recruitment of faculties, trainers, ITI.
- Students counselling
- Parents meeting
- Connects with industries/contractor/expert for students site visit, session regarding
- Student placement

Designation: District Social Auditor, Social Audit Unit Gandhinagar

(11th Feb, 2024 – 04th Jun, 2024)

Responsibilities

- Audit of the performance of various schemes of Gujarat Government running under DRDA to examine the ongoing work.
- PMAY (Pradhan mantri awas yojna), SBM (swachh bharat mission) ,14/15 NANAPANCH, NSAP (National Social Assistance scheme), MDM, SSA (sarva shiksha, abhiyan), PMJAY (Pradhan mantri jan Arogya yojna) etc.
- Village meeting organized
- Data entry work in government portal
- TRP (taluka resource person) and VRP (village resource person) monitoring

Designation: Administrative Officer, Organization: Vidyamandir Trust, Palanpur

(20th Dec, 2022 – 29th Jan, 2024)

Responsibilities

General Administrative:

- Oversee day-to-day administrative operations of the nursing college and skill development centre.
- Ensure compliance with institutional policies, procedures, and relevant regulations.
- Maintain a safe and conducive learning environment.

Student Affairs:

- Manage student records, enrolment, and registration processes.
- Assist students in resolving academic and administrative issues.
- Coordinate student orientation and related activities.

Facility Management:

- Supervise the maintenance and cleanliness of facilities, classrooms, labs, and common areas.
- Coordinate repair and maintenance work as needed.
- Manage inventory and procurement of supplies.

Staff Coordination:

- Collaborate with department heads and faculty members to schedule classes and exams.
- Assist in recruitment processes and on boarding of new staff.
- Handle staff attendance records and leave requests.

Financial Management:

- Prepare and manage budgets for various departments and projects.
- Monitor expenses and ensure efficient resource utilization.
- Assist in the preparation of financial reports.

Event Coordination:

- Organize and oversee events, workshops, and seminars.
- Manage logistics, including venue booking, catering, and participant registration.
- Ensure the smooth execution of events.

Record Keeping and Documentation:

- Maintain accurate and up-to-date records, including student records, financial documents, and administrative files.
- Ensure compliance with data protection and privacy regulations.

Communication:

- Act as a liaison between the institution, students, faculty, and external stakeholders.
- Respond to inquiries, emails, and phone calls promptly.
- Prepare official correspondence and reports.

Compliance and Reporting:

- Ensure the college adheres to accreditation standards and regulatory requirements.
- Prepare and submit required reports to relevant authorities.

Designation: Project Manager, Organization: Gujarat State Tribal Education Society (GSTES)
Gandhinagar – Gujarat

(18th Jan, 2022 – 17th Dec, 2022)

Responsibilities

- Management, monitoring, evaluation, and fund-related aspects
- GoI/GoG Correspondence
- Preparing proposal
- Verification of beneficiaries, field visit
- Reporting documentation and reviewing the monthly progress report
- Conducting a review meeting and preparing minutes of the meeting
- Facilitating and coordinating all bill-checking training for government programme management
- Event management
- Planning for the entrance exam for student admission and student admission counselling
- Maintenance of Stock and Assets Register, Trainee Data, Student, and All Hostel Register
- Grant Regarding
- Principal and Staff Management
- Housekeeping Management
- Security Management
- Daily Student Attendance and MIS Update
- Student Uniform Stock Tracking and Update
- Staff Monitoring
- Other concerns, projects, and any other task assigned by competent authority

Designation: District Training Supervisor, Organization: Pidilite Industries Limited (CSR) Rajkot
- Gujarat

(1st Jun, 2015 – 17th Jan, 2022)

Responsibilities

- Working in CSR (Corporate Social Responsibility) activities as a knowledge partner project with the DIRECTORATE OF EMPLOYMENT AND TRAINING (DET) in the Industrial Training Institute (ITI) and Kaushalya Vardhan Kendra (KVK) in Rajkot (4 ITI and 19 KVK). Jamnagar and Dev Bhumi Dwarka are both district incharge.
- The project was held in 500 KVKs and 200 ITIs across Gujarat.
- Over all, promoting construction sector courses, monitoring and evaluation of all the kvks across Gujarat, and support in ITI for plumbers, carpenters, and technicians in the construction trade
- Mobilization Students for construction sector long-term and short-term courses like plumber, carpenter, and mason general trades
- Design and conduct written tests and interviews for recruitment of faculties, trainers, and KVK staff, along with ITIs and KVKs.
- Help organize kvks for formation kaushlya samiti (skill committee) and maintain meetings with members.
- Support to human resource agency BVG Bharat Vikas Group to help with the requirement process at the regional level for Kaushlya Vardhan Kendra staff
- To plan and help with job placement for ITIS and KVKs students in local contractors and Pvt Limited companies.
- TOT (Trainer of Training) Management
- Monthly Meeting with ITIs and KVK Staff
- Publicity and awareness of the cabinet-making sector and support in organizing exams and training also mobilize and promote skilled students to participate in the World Skill Competition organized by Skill India under the Government of India.

- To help SHG members with the advertisement of sanitary pads that are produced by Shridhivinayak self-help group Mahuva Bhavnagar.
- Licensing with Regional Deputy Director (RDD) Rajkot Monthly Regarding the Issue of Rajkot Region KVKs and ITIs

Academic Qualification: -

QUALIFICATION	BOARD	YEAR	CLASS
MSW	Saurashtra University	2014	Distinction
BSW	Saurashtra University	2012	Distinction
HSC	GHSEB	2009	First
SSC	GSEB	2007	Second

IT Skill: -

- o MS office (word, excel, PowerPoint).
- o Internet (Mailing and Surfing).
- o Operating System (Ms Dos, Windows-xp & Windows 10)

Language: - Gujarati, Hindi, English

Personal Details: -

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(Thakarshibhai M. Vegada)