

## CURRICULUM VITAE

**KAVITA KACHHADIYA**

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**E-mail:** [kavitakachhadiya90@gmail.com](mailto:kavitakachhadiya90@gmail.com)

**Address:** F-8 /302 Rajvi complex  
behind suvidha row house, near  
suryoday society, opposite laduba farm,  
simadagam - Surat

### **Career Objective: -**

My objective is to bring changes in the life of marginalized communities. Working with the development sector always energizes me. I have 07 years of experience in the development sector. I have worked in the field likes Education, Safety, Livelihood, Health, Rural Development, Skill Development, Micro Enterprise, Agriculture, Social and Gender.

### **Academic Qualification: -**

Year of Completion Pursing	Board University	Degree	Stream Specialization	Percentage
2014 – 2016	MK University, Bhavnagar	MSW	-----	71.61 %
2011 – 2014	Saurashtra University, Rajkot	BA	Psychology	80.86 %
2011	G.H.S.E.B.	XII (HSC)	Arts	70.29 %
2009	G.S.E.B.	X (SSC)	(All)	56.15%

### **Work Experience: -**

**1. Sister Nivedita Foundation – Project – School on Wheels**

**Post:- Trainer**

**Period:- 1 June 2016 to 19 November, 2016 till**

**Roles & responsibility: -**

- Work on value education, student assessment, organized seminar for the same.

**2. BVG India LTD - Project - KVK (Kaushlya Vardhan Kendra)**

**Post: - Coordinator cum Career Counselor**

**Period: - 20 November 2016 to 20 December 2017 till**

**Roles & responsibility: -**

- Coordination with Gov. schools, work with drop out students, to arrange their counselling.
- Training session.
- Monitoring and center management.
- Capacity building of team.

**3. Swadweep Shikshan Vikas Sanstha -- Project – Gyan Jyot Project**

**Post: - ICDS Coordinator**

**Period: - 21<sup>st</sup> December to 7<sup>th</sup> November, 2021 till.**

**Roles & responsibility: -**

- To promote synergy within the ICDS portfolio and coordination with other programs especially Education and formal schools to maximize impact.
- Strengthening the village level Anganwadi workers and build their capacities. Particularly it is focused on to provide qualitative nutrition food with enough quantity. In is also to provide qualitative education.
- To introduce a multi-level learning support program in pre-primary primary and higher secondary.
- Community mobilizing foe different activities of Gyan Jyot Project.
- Training and Capacity building of key stake holders – ICDC Workers/helpers, parents, community etc.
- To decrease drop out ratio in formal schools by promoting habit of going to pre-schools, better performance and prevention of caring for younger siblings in the age of group 3 to 5 years.
- To raise awareness about pre-primary education, and engage the community in the ICDS/School activities at villages.
- Parents meeting and gathering shall organize as per project planning.
- Required TLM, Modules, and Activities to be prepared/provided.
- Conduct training of AWW, helper and cook.
- Maintain data, reports, and other relevant documents on daily, monthly, quarterly and annually.

**4. Pahal Nurturing lives – Project – CEE (Community Education Entrepreneurship)**

**Post: - Project Coordinator**

**Period: - 8<sup>th</sup> November, 2021 to 8<sup>th</sup> April 2023 till.**

**Roles & Responsibility: -**

- Mentoring of youth to being an entrepreneur through Skill development program.
- Counselling and Professional Training of underprivileged youth to get Sustainable livelihood in project.
- Mentoring to team for achieve project goals and grow them career.
- Collaborating with hospitals & company for livelihood.
- Documentation and preparing media documentary of successful students who make changes in their life.
- Developed and implemented livelihood development programs for youth
- Designed and delivered soft skill training sessions to enhance employability
- Created engaging content for training programs, workshops, and seminars
- Worked closely with teams to achieve organizational goals and objectives
- Mentoring of youth to being an entrepreneur through Skill development program.
- Counselling and Professional Training of underprivileged youth to get Sustainable livelihood in project.
- Planning, Designing, and strategy designing for implementing project Activity.
- Preparation, Analysis, and submission of MIS on monthly basis.
- Prepare activity report and data collection for tracking of activity from time to time.

- Training to youth to guide them in carrier building.
- Team Recruitment and Supervisor of admin work

#### **5. Chetna NGO – Project – Khushali Sehat**

**Post: - Project Coordinator**

**Period: - 10<sup>th</sup> April, 2023 to 20<sup>th</sup> November, 2023**

##### **Roles & responsibility:**

- Visit with Team Providing handholding support.
- Establish report with Village communities including Sarpanch, ASHAs and AWW and other local stakeholders about the Khushali Sehat Project
- Conduct regular Coordination meetings at the block level with CDPO, ICDS Supervisors, CHO, Medical Officer and Taluka Health officers to Providing Project Updates and resolve issues.
- Facilitate the linkage between ASHAs, AWWs, and appropriate medical facilities providing support for filling formats, raising awareness and sensitizing services Provides.
- MHM awareness programs with Adolescent girls.
- Conduct training of ASHAs, and AWWs.
- Mentoring to team for achieve project goals and grow them career.
- Plan and organize Day celebration and achievement of the objective.
- Plan and Plan and organize health and nutrition camping Such as gram yatra, Poshan Melas / Exhibitions and celebration of significant health / nutrition day/ Week with ASHAs and AWWs
- Documentation and preparing media documentary of Event.
- Worked closely with teams to achieve organizational goals and objectives
- Planning, Designing, and strategy designing for implementing project Activity.
- Preparation, Analysis, and submission of MIS on monthly basis.
- Prepare activity report and data collection for tracking of activity from time to time.

#### **6. Prayatna NGO – Project –SEED (Scheme for Economic Empowerment of DNTs**

**Post: - Distric Program Officer (Navsari)**

**Period: - 25<sup>th</sup> September, 2024 to untill**

##### **Roles & responsibility:**

##### **1. Program Planning and Development:**

- Collaborate with senior management and program teams to develop strategic program plans and initiatives aligned with the organization's goals and priorities.
- Support the design and development of project proposals, concept notes, and funding applications, ensuring alignment with donor requirements and guidelines.
- Conduct research, needs assessments, and stakeholder consultations to inform program design and planning processes.

##### **2. Project Implementation and Management:**

- Assist in the coordination and management of program activities, including budget monitoring, resource allocation, and logistical arrangements.
- Provide logistical support for field operations, workshops, trainings, and other program events, ensuring smooth execution and adherence to timelines.
- Facilitate communication and coordination among project teams, partners, and stakeholders to ensure effective collaboration and implementation.

### **3. Monitoring, Evaluation, and Reporting:**

- Support the development and implementation of monitoring and evaluation frameworks to track program progress, outcomes, and impact.
- Collect, compile, and analyze data on program performance indicators, using findings to inform decision-making and programmatic adjustments.
- Prepare timely and accurate reports, donor updates, and documentation of program activities, achievements, and challenges.

### **4. Partnership Development and Networking:**

- Cultivate and maintain relationships with government agencies, community organizations, donors, and other stakeholders to enhance collaboration and resource mobilization.
- Support the identification and engagement of potential partners, consultants, and service providers to contribute to program implementation and delivery.
- Represent the organization at meetings, workshops, and events to promote its mission, share knowledge, and explore partnership opportunities.

### **5. Capacity Building and Training:**

- Support capacity building efforts for staff, volunteers, and partners through training workshops, coaching, and mentorship initiatives.
- Provide technical assistance and guidance on programmatic and operational matters, fostering learning and continuous improvement within the organization and among stakeholders.
- Facilitate knowledge sharing and learning exchanges to promote best practices, innovation, and collaboration in program delivery.

#### **Training: -**

- 30 days Project Training at “Smt. Parsanben Narandas Ramji Shah (Talaja wala) Society for Relief & Rehabilitation of the Disabled, Vidhyanagar, Prevention Department, Bhavnagar, under the project head “Deafness & Blindness” & prepared a report on “Motivation & NGO Management” From 29<sup>th</sup> January to 29<sup>th</sup> February 2016.
- Internship with Ambuja Cement under the head CSR from 5<sup>th</sup> December to 24<sup>th</sup> December 2015
- Akhandjyot Foundation, Ahmedabad as a Trainee for a HIV project from 20<sup>th</sup> July to 20<sup>th</sup> August 2015.
- Rural Field work for the partial fulfillment of our MSW Semester I & II being posted at Valukad, Ghogha, Bhavnagar, from 2014-15.

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

- Certificate in Computer Concept (CCC-BAOU), January-2013
- Participated in Life Skill Development Programme conducted by Maa Foundation during 2011-2014
- Participated in General Knowledge IQ Competition, on 4<sup>th</sup> September 2011
- Quality Education & Good Leadership and Documentation Related Training in participation.

#### **Key Skill: -**

- Willing to learn
- Interpersonal skills

- Good Socializing
- Flexible & Enthusiastic Person
- Good Leadership Qualities and effective Skill
- Punctual & ability to work under pressure
- Motivated by new challenge
- highly motivated to work as a team
- Good Communication Skill
- Positive Thinking
- Adjustable any environment
- Result oriented
- vision oriented

### Computer Knowledge: -

- MS Office including Word, Excel, Power Point
- Internet mailing System etc.

### Personal Profile: -

**Name** : Kavita Rameshbhai Kachhadiya  
**Date of Birth** : 17<sup>th</sup> January, 1994  
**Gender** : Female  
**Marital Status** : Married  
**Nationality** : Indian  
**Languages Known** : English, Hindi and Gujarati

### Declaration: -

I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

### Reference: -

Name: - Kalyan Dangar  
Designation: - Director  
Organization Name: - Swadeep Shikshan Sanstha  
Contact Number: - +919428309408

Name: - Tanistha Ray  
Designation: - Program Officer  
Organization Name: - Chetana  
Contact Number: - +919909785703

Name: - Neeru Peter  
Designation: - State Head  
Organization Name: - Prayatna  
Contact Number: - +919879299928

**Yours Faithfully,**

A handwritten signature in blue ink, appearing to be 'Kavita Kachhadi', with a stylized flourish at the end.

**Kavita Kachhadi**

