

# UNNATI GAJJAR

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## Professional summary

I have more than 5 years of experience in social development, Education and other fields. I have actively participated in the issue of Malnutrition, Women and children, in which I have provided support to AWW, training at state, district and block level. With all my experience in this, my positive behavior of working in a responsible and challenging situation will be useful for the organization.

### Skills

- ✓ Training Skill
- ✓ Computer Knowledge
- ✓ Mobile App friendly
- ✓ Report & Story Writing
- ✓ Communication
- ✓ Organizational Behavior
- ✓ Team Work
- ✓ Accountability

### Language

- ✓✓✓ Gujarati
- ✓✓✓ Hindi
- ✓✓✓ English

### Hobby/Interests

- ✓✓✓ Participate In Social Activities
- ✓✓✓ Travelling
- ✓✓✓ Cooking
- ✓✓✓ Listening
- ✓✓✓ Music

## Professional Experience

### 1. **M POWER (ADITYA BIRALA EDUCATION TRUST): -**

#### **Job Responsibilities:**

#### **I. Training and Capacity Building**

- Organize training programs for healthcare staff and community workers on mental health awareness, early identification, and referral.
- Ensure that the staff is up-to-date on mental health protocols and interventions.

#### **II. Community Engagement & Awareness**

- Conduct awareness campaigns to reduce stigma related to mental illness.
- Promote community participation in mental health activities.
- Facilitate mental health camps, group counseling, and education sessions.

#### **III. Coordination and Supervision**

- Coordinate between Primary Health Centers (PHCs), Community Health Centers (CHCs), strict Mental Health Programs (DMHP)
- Supervise mental health outreach and follow-up care at the community level.

#### **IV. Reporting and Documentation**

- Collect, compile, and report data on mental health indicators to district authorities.
- Maintain confidential records of patient referrals, treatments, and outcomes.

#### **V. Referral and Follow-Up**

- Ensure proper referral of individuals with mental health needs to the appropriate facilities.
- Monitor patient follow-ups and continuity of care.

## **2. PROGRAM OFFICER AT SNEHA (DIV-DAMAN & DADAR NAGAR HAVELI): -**

### **Job Responsibilities:**

- Build the capacity of ICDS staff and provide on field mentoring support in the management of SAM and MAM children.
- Establish referral linkages for child health and nutrition services by bringing about convergence between health and nutrition services departments.
- Initiate and strengthen community engagement processes to ownership of child health and nutrition in the ICDS beneficiaries.
- Conducting monthly anthropometry in the AWC.
- Capacity building of supervisors' and aww.
- Develop a good relationship with ICDS and Health staff.
- Any other activities assigned to fulfil programmatic outcomes and goals e.g community events, any research data required from community for any program related research work.
- Organizing awareness campaigns.
- To coordinate with local groups of youth, CBO'S and NGOs to network to collaborate our activities jointly or independently.
- Conducting home visits of Sam and Mam children.
- Observation of home visits, sessions, filled diet audit forms and give inputs/feedback to Sevika's.
- Monthly meeting with ICDS and HEALTH staff.

**3.Block Program Coordinator**, 1000 days is “to support Health and ICDS Dep. **Organization** Alive and Thrive, **Duration:** 19 January 2024 – 14 June. 2024

### **Job Responsibilities:**

- Support District Program Coordinator to obtain feedback on Supportive Supervision Training package from the concerned cadre (like Mukhya Sevika, CDPO, ASHA Facilitator, ANM etc.) for finalization.
- Collect relevant staff details regarding the supervisory cadre staff of Health and Integrated Child Development Services departments of the concerned blocks for developing training plans.
- Ensure completion of Supportive Supervision trainings as planned, ensuring full participation of CDPOs and Mukhiya Sevikas, ANMs, ASHA Facilitators, Female Health Supervisor, and Taluka Health Visitor in the concerned blocks.
- Participate in block level review meetings to ensure use of CDPO and Taluka Health Visitor performance dashboard for review and resolution purposes.
- Coordinate with PRI and Joint visit with PRI. (Joint visit and home visit at VHSND, SCHOOL, CBE, ANC, PNC, RED ZONE CHILD)

- To support for world bank survey (adolescent program) quantitative and qualitative data collection.

**4. Block Coordinator**, Project Vruddhi is “to support Health and ICDS Dep. **Organization:** CARE India, **Duration:** 15 Dec. 2020 – 06 July 2023.

**Job Responsibilities:**

- Targeted messaging for Severe & Acute malnourished children.
- The messages will be disseminated through IEC channels, Mobile Vans/ Slow moving vehicles, through FLWs, IPC sessions held at community level like home visit, mothers meeting etc.
- 2 Field Coordinator under work.
- Capacity build on FLW and SUPERVISOR level.
- Attend all block level meeting of Icds and Health Dep.
- Support for qualitative data collection (baise line survey)

**5. Trainer/Consultant**, ICDS-CAS(ICT-RTM) under NNM **Organization:** CARE India **Duration:** 26 Aug. 2019 – 15 April 2020

**Job Responsibilities:**

- My role was to prepare a trainer at the district level to reduce Malnutrition with the help of CAS app.
- My task was to do collaborative supervision for better health of malnourished children / pregnant and lactated women identified with case help under NNM

**6. Teacher cum Clerk**

**Organization:** Royal future kids, **Duration:** 2012-2014 **Job Responsibilities:**

- My role in this institution was to connect children below 6 years of age with play group education, to do various activities for cognitive and intellectual development of children.

**7. Clerk**

**Organization:** Kesari travels, **Duration:** 2010-2011 **Job Responsibilities:**

- My role in the office was as a clerk, under which my job was office management, ticket booking management, record keeping, and all other clerical work.

## **Education**

- 2025, M.S.W (Post Graduation in Social Worker)
- 2023, Maternal Infant Young Child Nutrition
- Indian Institute of Technology, Bombay (NPTEL)
- 2012, Computer Diploma (6 Months Basic Course) Adarsh Computer Institute, Surat
- 2011, B.COM. (Graduation in Commerce) Veer Narmada South Gujarat University, Surat (Gujarat)
- 2008, HSC (Higher Secondary) Gujarat Secondary & Higher Sec. Education Board, Gandhinagar

## **Personal Details**

Father/Husband Name: Shri Rajesh Maisuriya

Gender : Female

Date of Birth : 2 Dec. 1990

Nationality : Indian

Permanent Address : 26, Harekrishna soc, Morabhagal, Rander Road, Surat (Gujarat)

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## **Declaration**

I hereby declare that the above specified information is true to the best of my knowledge.

Date:

Place: Surat (Gujarat)

Signature  
(Unnati Maisuriya)