

RAMBHI VIRA PITHIYA

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Nagichana, Mangarol, Junagadh District, Gujarat, India

Professional Summary

Caring and reliable social work professional with over 4 years' experience supporting children and families. Skilled in child care, hygiene and nutrition management, maintaining records, visitor coordination and community outreach. Adept at following SOPs, ensuring health and safety standards, and creating a welcoming, secure and clean environment.

Core Competencies

Child & Family Support | Hygiene & Nutrition Management | Visitor & Volunteer Coordination | Record Keeping & Reporting | Inventory & Supplies Management | Health & Safety Compliance | Community Outreach | Data Entry & Documentation

Professional Experience

Freelance Project Support – Remote (Jan 2025 – Present)

- Executed Gujarati and Hindi transcription projects, election survey telecalling and image sourcing for client **Aashis Sarkar**.
- Maintained strict confidentiality, accurate data entry and timely reporting.
- Coordinated project timelines and delivered quality results independently.

Anganwadi Helper (ICDS) – Mangarol (Sep 2020 – Feb 2025)

- Provided daily care, nutrition and hygiene support to children and mothers.
- Ensured cleanliness of centre, maintained attendance and distributed food.
- Assisted in health check-ups, immunizations and hygiene training for families.
- Supported community programs and coordinated with volunteers.
- Maintained records of children's growth, supplies and centre activities.
- Followed COVID-19 precautions including sanitization, social distancing and PPE use.

Intern – DesiCrew Pvt. Ltd. (Feb 2020 – Feb 2023)

- Carried out data collection, annotation, transcription and image sourcing projects.
- Enhanced attention to detail and time management in remote setups.

Internship – Gram Vikas Shakha, Taluka Panchayat Kacheri, Mangarol (Feb 2024 – Mar 2024)

- Assisted in office work, field visits and social awareness programs.
- Learned to manage community outreach and government recordkeeping.

Education

Degree	University/Board	%	Year
M.S.W.	BKNMU	71.70%	Apr 2024
M.A.	BKNMU	68%	Mar 2021
B.A.	BKNMU	64.45%	Mar 2019
H.S.C.	GSEB	73.85%	Mar 2016
S.S.C.	GSEB	72.50%	Mar 2014

Languages

Gujarati | Hindi | English

Personal Details

Date of Birth: 22 May 1999 | Gender: Female | Nationality: Indian | Marital Status: Unmarried

Highlights

- 4+ years’ direct experience working with children and families in community settings.
- Skilled in coordinating centre activities, maintaining confidentiality and ensuring SOP compliance.
- Remote experience handling transcription, surveys and image sourcing projects.