

ACHU GOVINDBHAI MARVADA

HR ASSISTANT, SUPERVISOR, FIELD WORK, CLERCK WORK,COMPUTER OPERATOR



Professional Summary

- "Strategic and results-driven HR Assistant with strong expertise in recruitment, employee relations, and performance management. Proven track record of streamlining administrative processes to enhance productivity and efficiency. Highly skilled Supervisor with exceptional leadership abilities to motivate teams and achieve organizational goals. Diligent Field worker with excellent problem-solving skills and a passion for delivering quality work. Detail-oriented Clerk with advanced computer proficiency and exceptional data entry skills for accurate record-keeping. Dedicated Computer Operator with extensive experience in operating a variety of computer systems to ensure seamless business operations."

Employment History

Mahiti Mitra Oprator, KUTCH NAV NIRMAN ABHIYAN BHUJ (NGO), Khavda

04/2008 - 12/2009

Government schemes information given to local publics.

Fillup Government Schemes forms.

Given Computer Teaching & Traning for Primary School Teachers and students.

Social Field Work.

Computer Data entry Opretor, Animal Husbandry Branch, District Panchayat Kutch-Bhuj, Bhuj

08/2010 - 03/2012

I-Khedut Portal Data Entry.

Work for Excel sheet data management.

MS Office Gujarati and English Typing.

E-mail Handling.

Computer Data entry Opretor, Agriculture Branch, District Panchayat Kutch-Bhuj, Bhuj

09/2016 - 06/2017

I-Khedut Portal Data Entry.

Work for Excel sheet data management.

MS Office Gujarati and English Typing.

E-mail Handling.

Veterinary Attendant Cum Dresser, Animal Husbandry Branch, District Panchayat Kutch-Bhuj, Bhuj, Nagor

09/2017 - 08/2020

Animal Healthcare work.

Field work for animal healthcare.

Personal Details

Shivam Park-2, Geeta Cottage, Raj Sweet Streat, Kutch Mahila Kalyan Kendra Bhuj Kutch Bhuj, 370001
India
7698794153
agmarvada@gmail.com

DATE OF BIRTH

01-06-1987

PLACE OF BIRTH

Mota Dinara

NATIONALITY

Indian

References

Vipulkumar B. Doriya
from
District Child Protaction
Officer

8200545183

Prembhai Baliya from
Hunarshala bhuj

9773221558

Skills

Communication Skills

Ability to Work Under Pressure

Microsoft Office

Customer Service

Fast Learner

Programing

Ability to work in a team

Advance Analytical Thinking Skill

Ability to Multitask

Effective Time Managment

Help for veterinary Doctor.

MIS OFFICE CO-ORDINATOR, Global Kachchh (NGO), Bhuj

01/2022 - 06/2023

MIS data management.

Data analysis.

Data collection.

MIS data work for Ecel sheet.

Co-ordination for office and field staff.

filling and office maintenance work.

Site field work and survey.

Social worker and Protaction Officers , DISTRICT CHILD PROTECTION UNIT BHUJ-KUTCH, BHUJ & ALL OVER KUTCH

02/2024 - Present

Search Orphan child and given Palk Mata pita Scheme.

Search CNCP Child and transfer to Child care institute.

Search Child labour and transfer to Child care institute.

Protaction Child Marriage.

- **Compassionate and Empathetic:** As a social worker, one must possess a deep sense of empathy and compassion towards those in need. This allows for building meaningful connections with clients and providing them with the support they require.
- **Strong Communication Skills:** Effective communication is crucial in this profession as it involves working with individuals from diverse backgrounds. Social workers must be able to convey information clearly and listen actively to understand the needs of their clients.
- **Problem-Solving Abilities:** Social workers are often faced with complex situations that require quick thinking and problem-solving skills. They must be able to assess the situation, come up with effective solutions, and implement them efficiently.
- **Cultural Competence:** In today's globalized world, social workers must have

Education

BA, R.R.LALAN COLLAGE BHUJ, BHUJ

06/2008 - 03/2011

MSW, Z.N.PATEL MSW COLLAGE BHUJ, BHUJ

06/2012 - 04/2014

B.ED., MD COLLAGE OF EDUCATION HARIPAR BHUJ, BHUJ

03/2015 - 05/2015

M.A., KSKV KACHCHH UNIVERSITY BHUJ, BHUJ

06/2018 - 04/2019

CCC CERTIFICATE COURSE , BAOU BHUJ CENTER, BHUJ

06/2010 - 12/2011

COPA, ITI KOTHARA, BHUJ

08/2009 - 07/2010

Critical thinking and problem solving

Team leadership

Hobbies

Reading

Worting

Playing

Languages

GUJARATI

HINDI

ENGLISH