



Sakshi Salvi

community manager

Contact

Jalalpur vazifa, Ta: - Dholka ,
District: - Ahmadabad

7041775725

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Skills

Technical Skills

- Project Management Software ((Microsoft office)
- Documentation Technical Understanding

Soft Skill

- Community Management
- Project Coordination
- Business Development
- Documentation & Reporting
- Communication Skills
- Teamwork & Collaboration

About Me

To work with dedication and utilize my skills in Community Development, Business Development, and Project Coordination to contribute effectively towards organizational growth and social impact.

Education

M.S.W (MASTER OF SOCIAL WORK)

Gujarat Vidyapith

2023-2025

BRS(Rural farm management)

Mahila Gram Vidyapith - Nardipur

2020-2023

Work Experience

Community Manager

Elixir Foundation, Ahmedabad

Duration: [26 may 2025] – Present

- Coordinated and managed community programs and initiatives.
- Monitored project operations, production, and outreach activities.
- Ensured alignment of employees' tasks with organizational goals.
- Maintained documentation and reports as per foundation's policies.
- Performed duties efficiently to support the growth of the organization.

Internship Experience

Intern – Business Development & Camp Department
GCS Medical College, Hospital and Research Centre, Ahmedabad

Duration: 12th July 2024 – 26th November 2024

- Assisted in planning and execution of medical and community camps.
- Coordinated with internal departments for smooth camp operations.
- Helped in documentation and reporting of camp activities.



Languages Known

- English
- Hindi
- Gujarati



Certificate

- Gujarat Vidyapith, Krishi Vigyan Kendra
The program was related to Scientific and Natural Farming Training
- Department of NSS, Gujarat University
states completion of two years as NSS Volunteer

Internship Experience

Community Development Intern / Volunteer

Dabhoi Community Foundation (DCF), Dabhoi

Duration: 15th July 2023 – 15th October 2023

- Assisted in various community development projects and activities.
- Worked with local groups to spread awareness on education, health and social welfare programs.
- Coordinated with team members in organizing workshops and training sessions.
- Contributed towards documentation and reporting of project progress.

Internship Experience

Shah C. J. Kolsawala High School, Dholka

Duration: 28/07/2022 – 15/08/2022

- Prepared lesson plans and delivered effective classroom teaching.
- Actively participated in school activities and cultural programs.

Internship Experience

Field Training Intern (Sanitation & Community Development)

Environmental Sanitation Institute (Safai Vidyalaya, Gandhi Ashram, Ahmedabad)

Duration: 19th December 2022 – 17th January 2023

- Underwent field training in Sanitation, Solid Waste Management, Liquid Waste Management, Hygiene and Water Conservation.
- Worked with communities to spread awareness on cleanliness, health and hygiene.
- Participated in training sessions, workshops, and practical exposure activities.
- Gained hands-on experience in community mobilization, awareness drives and grassroots projects.

Declaration

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

Yours faithfully
sakshi salvi