

ANAND BHARAT CHAUHAN

@ chuhananand21@gmail.com

9773414740

Street no.2, Maharana mill chali, Millpara, Porbandar, Porbandar, Gujarat

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organisation. Sowel as to enhance my professional skills, capabilities and knowledge in an organisation which recognizes value of hard work and trust me with responsibility and challenges.

Education

2017	HSC 12th 51.85%
2020	BKNMU Bachelor of social work 66.83%
2022	BKNMU Master of social work 70%

Experience

20/12/2024 -	BMPRK - Anchorwala Ahinsadam Office Incharge - I am currently working as a Office Incharge in BMPRK - Anchorwala Ahinsadam, Mundra, kutch, Gujarat. - As the office in-charge, I handle the overall administrative and daily operations of the animal shelter/hospital. My main responsibility is to ensure the smooth functioning of daily tasks, which includes the care of the animals. I also assign work to staff, monitor their performance, and conduct evaluations. - I manage public relations and communication, which involves building relationships with the public and donors. I handle all inquiries and complaints. Furthermore, I oversee administrative and financial tasks, such as maintaining records, managing bills, and assisting with financial reports. - I ensure that all necessary equipment and supplies are available in the office. A crucial part of my job is to keep detailed and accurate records of all the animals and donors. My goal is to effectively achieve the organization's objectives.
01/06/2024 - 16/12/2024	Plan India International ANM Counsellor Plan India International Foundation, Mundra, kutch, Gujarat. - My roles include counselling on health issues, mobilizing communities to access services such as immunization and HIV, TB and STI counselling, providing basic treatment and reporting health issues. - Acts as a medium of communication for health care faculty to reach the grassroots level and root out emerging issues in the community. - Apart from this, tasks like data entry, documentation, register management office work etc. come under my role.

23/05/2023 -
22/05/2024

IOCL

HR Apprentice

Indian Oil Corporation Limited, Vadinar, Jamnagar, Gujarat.

- As a Human Resource Apprentice, my primary responsibilities are to support the Human Resource (HR) department and employees.
- Supporting the HR team in providing efficient and streamlined service to the business with respect to all HR-related administrative functions.
- Providing efficient and effective administrative support to the Human Resource and Payroll team, with competency on the job training, supervision and mentoring.
- Apart from this, I am proficient in making imprest, IOM etc.

03/07/2022 -
09/02/2023

Gorat Shelter Home - Surat, Gujarat.

Assistant Manager

- During my time in this role I demonstrated the ability to provide positive and emotional support and guidance to victims of domestic violence, the homeless and other victims. Also, I have good experience in rescuing homeless people, managing the work of employees, doing administrative work, etc.
- Apart from this during my academic time I visited many GO-NGOs and got important information about them. In which especially I have good experience of working in TB Centre of Porbandar.

Computer Knowledge

I have a good knowledge of MS Office.

Skills

- Ability to do counselling
- Ability to work with a group
- Communication skill
- Team building
- Decision making
- Work management

Activities

- Participated in straight play organised by district TB centre, Porbandar in village areas as a volunteer
- Participating in inverter awareness related event on the occasion of national voters day.
- Successful completion of NTEP field work at district TB centre Porbandar.

Interests

- Counselling
- Participating in social activities
- Computer work
- Group management
- Human Resource management

Languages

- Hindi • Gujarati • English

Reference

Pro. Ranmal Karavadra - Godhaniya Collage

Director of B.S.W & M.S.W Department

9638761162

Vinubhai Vala - Bhavsinghji High School

Retired P.T Teacher

9924787733

Jignesh Popat - Aaj Kal news paper

Journalist

9879022154