

ANAMIKA KATYAL**Date of Birth:** 22nd January, 1998**Phone:** 9540329548, 8920365036**Email:** katyal.anamika4@gmail.com**Location:** Faridabad**OBJECTIVE**

Experienced professional in the social sector, dedicated to utilizing extensive knowledge and skills to drive organizational growth, foster collaboration, and contribute to community development while upholding integrity and leadership values.

ACADEMIC RECORD

Degree	Institution	Academic Year	Percentage
Masters in Social work	Amity University	2018-20	CGPA 7.50
Bachelors in Social Work	Delhi University	2015-18	CGPA 7.47
Class XII Commerce with Mathematics	CBSE	2014-15	82.7%
Class X	CBSE	2012-13	81.7%

Professional Experience**Senior Executive-Project Operations-Education, Smile Foundation (Sept, 2020 - Present)**

- **Planning and executing CSR projects** as per the project implementation plans and deliverables through on-going monitoring
- Developing **reporting formats & framework and SOPs** as per client's requirements
- Carrying out administrative duties e.g. event management, employee engagement, monitoring and evaluation, and other tasks as per project requirements
- Actively participating and supporting the organization to ensure managing resources (financial, Corporate, and, Communications team) efficiently and effectively by improvement of systems, reporting and compliance.
- **Budgeting as well as conducting various studies and research on ground** for various states and release of the report
- **Conducting regular field visits to assess the authenticity and impact of grassroots-level interventions**, including focus group discussions, data collection, and documentation.
- **Working with cross functional teams** and external agencies for process related tasks
- **Preparing periodic reports on financial utilization** and sharing updates with corporate donors.
- **Maintaining an online database of supported students**, ensuring 100% coverage of beneficiaries through dedicated software.

Internships / Trainings**Prayas Childline**

- Went on outreaches at New Delhi railway Station.
- Rescued the children (homeless, runaway and abandoned) and produced before the Child Welfare Committee (CWC).
- Counselling and intervening the children cases and got them admitted to the school.

- Visited the rehabilitation centres with Child Welfare Committee's members.
- Re-integrated the children with their families and conducted the sessions at railway platforms about Child Rights and Juvenile Justice Act.

SPOWAC (Society for The Promotion of Women and Child Welfare)

- Conducted awareness campaigns for the people regarding tuberculosis.
- Conducted group sessions with Non-Formal Education Children.
- Visited various communities to create awareness about Govt. schemes PMKVY (Pradhan Mantri Kaushal Vikas Yojana), NIESBUD (National Institute of Entrepreneurship and Business Under Development).
- Visited Chest and DOT centres for tuberculosis.
- Created awareness in the community about the specialization course in the agency.

Action Against Hunger

- Conducted sessions in the various communities to prevent under-nutrition by addressing its underlying causes.
- Checked personally the nutrition status of the children with specialized instruments.
- Attended the international conferences about the under-nutritive children of community.
- Conducted survey and learned about how to check mal-nutritive children.

Child Welfare Committee

- Oriented about the child labour and POCSO act (Protection of Children from Sexual Offences)
- Referred out the cases of different clients (Children under age 18)
- Visited the homes such as Village Cottage home, Amarjyoti home, Udayan Care, Umeed Aman Ghar and interacted with all.
- Understood the procedure of producing the child before CWC.
- Conducted group sessions about child rights.
- Performed Nukkad Natak on Child abuse, Child labour and anti-trafficking.
- Done case work.

Dignity Foundation

- Went on outreach
- Participated in street play.
- Went to slums to have a feedback of ration which id been distributed by the agency
- Had a session with elderly on different issues.

OPNP+ (Om Prakash Network of People Living with HIV/AIDS)

- Conducted education awareness program for children and empowered women
- Hosted the program on World TB day
- Advocacy with the local stakeholders for the local issues faced by the people in their respective assemblies
- Done BPL ration card drive to the poor in the slums
- Organized the Income Generation camps for the poor
- Created awareness about the HIV /AIDS root causes and treatment and fought against the stigma and discrimination in the society
- Distribution of the free nutrition food

Shine Foundation (CSR-Corporate Social Responsibility)

- Conducted workshops on personal hygiene and cleanliness, water borne diseases and menstrual hygiene
- Took out the rally on personal cleanliness and surroundings with the other co-workers
- Promoted the sanitary napkins for sale in the community
- Responsible for the fee refund process of the school students

- Had meeting with the rural ladies to form SHG
- Had a session with the cooks on the cleanliness and quality of the food distributed to children as a Mid-Day meal

Nipman Foundation

- Done research work and looked into that how India can be accessible at different places in disabled factor
- Learned how the CSR structures works and how they function.
- Learned how the social media enhanced through different post and idea.
- Learned about the 3 A's framework of disability, to make the city disabled friendly, one should always practice basic etiquettes towards the PwD's and common accessibility issues pertaining to mobility and transport facilities should be addressed for the PwD's.

IRSC (Indian Road Safety Campaign)

- Drafted the proposal an iSafe- The Safer India Challenge live project and to include iSafe into Solve Campaign 9 months' championship to be added with 2 months which comprises of 7 projects from which the students have to choose one of them.
- Called the various schools of Delhi to convince for participation in NSCP (National Science and Creativity Program) which helped to measure the exact skills which students need to develop to grow intellectually.
- Called to various stakeholders in which trainee asked them that they got enrolled in Indian Road Safety Week or not, which was one of the methods to collect data through having one to one conversation.
- Conducted the workshop on importance to give appropriate education regarding student road safety to children as well as adults and made them aware about road safety and the importance of learning it and become the torchbearers and work on the unexplored region of road safety.

Competencies and Skills

- Rapport building
- Organizational Skills
- Documentation and Reporting
- Teamwork
- Microsoft Office skills

Languages

- Hindi - Speaking/Writing/Reading
- English - Speaking/Writing/Reading
- German - Writing/Reading/Speaking

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.