

## **JYOTI AGARWAL**

H. No 142, Sector 17 A, Gurugram, Haryana  
Mob- +91 7897071531, Email id: agarwal.jyoti13@gmail.com

### **Career Objective**

Sometimes the only thing that gets you through the day is knowing that you're making a difference.

### **Key highlights**

- Experienced in
  - Coordinating CSR initiatives and ensuring that project deliverables, budgets, and timelines are met.
  - Represented organization at firms like NTPC, DRG - Clarivate, and KBR.
  - Implementing project with the Delhi state government for distribution of ration kits
  - Preparing field various reports including finance, asset and audit reports, and project documentation
- Served as ambassador for the project "Project Shakti"; ensuring logistical support for the project's successful completion.

### **Achievements**

- Awarded the 2019-2020 Annual Bravery Award for saving a newborn who was suffering from maggot infestation due to family challenges and required immediate treatment.
- AAINA Foundation and UPAY certificate of appreciation for being a true corona warrior during Covid-19
- Negotiated admission for 100 students in private and public schools.
- Hosted and participated in a two-day seminar on 'GENDER DISCRIMINATION IN CONTEMPORARY INDIA: ISSUES & CHALLENGES' - 2017
- Participated in and conducted a survey on 'ELECTION IN U.P 2017'
- Participated in a debate on 'CHALLENGES FACING BY WOMEN' 2016

### **Participation**

- One of the speakers in a live TV debate on a news channel about #metoo
- January 2019: Me the change (organized by FACEBOOK India and THE QUINT)
- November 2018: Vibrant Gujarat summit
- September 2018: Environmental hazards on electronic waste (organized by MEITY)
- March 2018: Hyper-urbanization: challenges and opportunities for impact (organized by INDEED)

### **Work experience**

#### **ASSOCHAM**

##### **Assistant Project Coordinator**

(Sept 2024- present)

- Liaisoning with stakeholders, engaging with parents and community members.
- Presentation of comprehensive reports to stakeholders for strategy planning.
- Organising and leading conferences
- Collaborating with school leaders to align goals, address challenges and implement programs and conduct teachers and student trainings in government schools.
- Liaisoning with Department of Education

#### **OneVarsity**

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### **CSR Manager**

April 2023-August 2024

- Developed CSR program- Shikshit-Parikshit-Viksit Bharat to empower 1 crore+ students in partnership with STPI Apiary.
- Liasoning with college/university officials, education department. Signed MoU with MDU Rohtak and IIIT Kalyani.

### **UPAY NGO**

**Assistant Regional Manager for Pune, Delhi, Gurugram and Meghalaya** (June 2022-March 2023)

**Regional Coordinator for Bangalore, Delhi, and Gurugram** (Mar 2021 – May 2022)

**Zonal Coordinator** (Jun 2019 – March 2023)

- Coordinating projects with the organization employees, frontline health workers, frontline teachers, and CSR stakeholders, and acting as a main point of contact
- Coordinating CSR initiatives and ensuring the project's deliverables and budgets
- Assuring the timely submission of progress reports for the programs
- Draft and edit the DoP (Delegation of power) for the organization
- Hosted webinars and events:
  - Organized by Pratham Education Foundation
  - Virtual event at the zonal and central level
  - Organized sports day and annual functions
- Hired, supervised, and training of volunteers, interns, and new employees
- Planned and executed Centre Monitoring Committee visit and maintain report.

### **Freepathshala**

July 2017- June 2019

#### **Program Manager**

- Hired and managed volunteers, teachers, and interns for various projects including social media marketing and graphic designing
- Prepared field reports, ensuring smooth delivery of the project and maintaining project documentation
- Content creation and management for communication.
- Manage and track events for internal briefing.

### **Educational background**

- |  |                    |
|--|--------------------|
| ○ <b>Masters in Social Work (MSW)</b>            | <b>2021 - 2023</b> |
| ○ Vardhman Mahaveer Open University, Kota        |                    |
| ○ M.A. (Political Science)                       | <b>2015 - 2017</b> |
| ○ Babasaheb Bhimrao Ambedkar University, Lucknow |                    |
| ○ B.A.   | <b>2011 - 2014</b> |
| ○ Dr. Bhimrao Ambedkar University, Agra          |                    |

### **Strength**

- Good communication skills
- Positive attitude & ability to work in any work environment

### **Personal details:**

Husband's name : Akhil Mahajan

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Date of birth : 13th July 1992  
Gender : Female  
Language known: English, Hindi  
Marital status : Married  
Nationality : Indian  
Hobbies : Cooking,reading books