
Professional Skills

Team Management
Project management
Data Analysis
Research
Communication
Soft Skills Management
Documentation
Fundraising campaign
Monitoring and evaluation
Teaching and Training

IT Skills

MS Office, G Suite, MATLAB

Personal Skills

Community engagement
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

Languages:

English, Hindi and Garhwali

Volunteer Experience

Ed-Support Mentor
City Manager- Shelter Operations
Ed-Support Volunteer
Make A Difference
2016- 2019

Campaign Volunteer
Caring Souls Foundation
2011

Objective

Graduate with experience in the social and corporate sector seeking an impact-driven role where I can leverage my people management, mobilization and strategizing skills to deliver impact in the society and growth to the organization.

Work Experience

Team Manager/ Blue Water Trade Winds

JUNE 2021 - JULY 2023 • 2 YEAR

- To handle client end queries (Operations Team)
- Responsible for managing a team of 5-7 members, enhancing their skills, and monitoring the work on a daily basis
- Train team members on the required scope of the work
- To keep the team members' morale high and keep them motivated for new challenges

Team Leader / Blue Water Trade Winds

JUNE 2020 - MAY 2021 • 1 YEAR

- Monitored daily tasks of the Operations Team under the supervision of the Manager
- Lead an Operation team of 3-5 members
- Ensured superior quality in the daily tasks
- Performance Analysis of the team members

Technical Operator / Blue Water Trade Winds

SEPTEMBER 2019 - MAY 2020 • 8 MONTHS

- Completion of the daily monitoring of ships on time
- Analysis and validation of the daily received data
- Provided feedback to IT team to ensure the user-friendly technical environment

Community Outreach Partner / Indus Action Initiatives

FEBRUARY 2018 - JULY 2019 • 1 YEAR 6 MONTHS

- Responsible for **community awareness** and mobilization for the **Right to Education Act, Section 12(1)(c)**, in Chhattisgarh and Uttarakhand.
- Planning, strategy building, and capacity building of government officials in Uttarakhand.
- Managed stakeholder partnerships, and headed sourcing and mobilization of 120+ volunteers for the campaign.
- Handled a missed call helpline portal and resolved 15000+ grievances regarding the policy.
- Monitored admissions of 1300+ and 2440+ eligible children in 2018-19 and 2019-20 admission cycles under RTE in Dehradun, Haridwar and Chamoli.

Additional role: Technology PoC

NOVEMBER 2018 - JULY 2019 • 9 MONTHS

- A designed website made for the government. Website link: rte121c-ukd.in
- Handled 500+ technology-related issues with multiple stakeholders within the

state in the campaign cycle of 2018-19.

Core Team Member / Online Crowdfunding Campaign

NOVEMBER 2018 - JULY 2019 • 9 MONTHS

- Raised **over INR 1 million** with a team of 30+ volunteer alumni to build a shelter home for 135 underprivileged children in Dehradun.
- **Ketto Campaign** featured in [Hindustan Times](#) and [Edex \(The New Indian Express\)](#), Dainik Jagran among other publishing media.

Summer Intern/ DRDO

DEHRADUN, UTTARAKHAND

- Interned with *Instruments Research and Development Establishment* in 2016 for 45 days. Projects titled *Line of Sight Stabilization* and *Electrical power generation through Osmosis*.

Achievements: At an Angular Frequency of 1 dB, the desired gain was achieved, and added a lag compensator, to deliver the desired gain at 1 dB angular frequency.

Ed-Support Mentor / Make A Difference

DEHRADUN, UTTARAKHAND | MAY 2018 -APRIL 2019 • 1 YEAR

- Worked as an Academic Support Volunteer in 2016-17 initially, teaching Math to class 7 students.
- Later became a City Manager and Ed-Support Mentor. Enabled 70+ academic support volunteers in delivering the support intervention to the child and supported fellows in city operations.

Education

B.Tech (Electrical Engineering) • 66.7%

Gurukula Kangri University, Haridwar | 2013 - 2017

Major Project: Electrical Power Generation Through Osmosis.

Class XII • 75.4%

Saraswati Vidya Mandir Intermediate College, Rishikesh | 2013

- Head boy of the school for the year 2012-13.
- Awarded a merit certificate under the INSPIRE Scheme by virtue of performance within the top 1% of the school board.
- Secured second position in State Intelligence Competition by Indian Education Council.

Class X • 67%

Saraswati Vidya Mandir Intermediate College, Rishikesh | 2011

ASHUTOSH BHARDWAJ

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I hereby declare that all the above-mentioned information given by me is true and correct to the best of my knowledge and belief.

June 2023