

**Pratik Suthar**

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**Address:** A-20 Indranagar Society, Behind Gangotri Society, Gokunagar, Mahavirnagar, Himmatnagar, SK

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### Professional Summary

- Possess good management, team coordination and leadership skills.
- Possess good oral and written communication skills.
- Project development, staff training and implementation.
- Good data analysis and decision-making skills.
- Familiar with basic operating systems like Microsoft (Word, Excel, PowerPoint), Google sheets and Internet.
- Good interpersonal skills, flexibility and adaptability.

### Work Experience

**8+ years**

- Project Coordinator – EMRI Green Health Services
- District Coordinator – Poshan Abhiyan – Gujarat (Woman And Child Development Scheme- ICDS)
- District Program Manager – PMMVY – Gujarat (Woman And Child Development Scheme- ICDS)
- Office Assistant – HR – GSPL- Gujarat – Gujarat State Petronet Ltd. (GSPC Group)
- Deo Cum Office Assistant – Gujarat – (Woman And Child Development Scheme- ICDS)

#### **1. Project Coordinator – Karuna Animal Ambulance, Mobile Veterinary**

##### **Unit & Mobile Veterinary Dispensary Projects**

##### **Organization- EMRI Green Health Services (Gujarat)**

Location- Sabarkantha & Mahessana, Gujarat; Period: June -2020 to Till date.

#### ➤ Key Responsibilities –

- Meeting with Govt. Stakeholder For Project Implementation and Daily Reporting.
- Manage Fleet and Adhere Service Schedule.
- Administration Work
- Human Resource Management
- Manpower Utilization, Conduct Interview, Recruitment.
- Fleet Quality Audit, Power Bi
- Implementation New Application Like Fuel Management, Yojna App, Fleet Management
- Employee Engagement Activities, Event Planning

#### **2. District Coordinator –Poshan Abhiyan, Sabarkantha**

##### **Organization: Integrated Child Development Services/Scheme, Government of Gujarat**

Location – Himmatnagar- Sabarkantha, Gujarat; Period: Nov-2018 to May-2020

#### ➤ Key Responsibilities –

- Supporting training of Block helpdesk on ICT-RTM.
- Supervise Block helpdesk.
- Support District level ICDS official CASsystem.
- Escalate issues as needed.
- Login and managing issues in the Issue Tracker application (CASapplication).
- Provide general application support i.e solve issues escalated from Block level in regard to mobile application web application or reporting.
- Extend help for lost/stolen phones.
- Monitoring worker activity reports.

- Follow up on action from activity reports.
- ILA module blocks level training planning and monitoring.
- Admin work like file preparation.
- GEM portal level purchase.
- DLMRC meeting and planning.
- FMR reports.
- Budget planning.
- Supporting training of District level Poshan Tracker.
- Poshan Tracker Monitoring work reactivity reports.
- Follow up on action from activity reports poshan tracker.
- Arrange DRG Training for District Staff.
- Any other tasks that may be assigned by the Director and Program officer.

**3. District Program Manager – Pradhan Mantri Matru Vandana Yojna**

**Organization: Integrated Child Development Services/Scheme, Government of Gujarat**

**Location- Gandhinagar, Gujarat; Period: Aug -2018 to Nov-2018**

➤ **Key Responsibilities –**

- Managed 25 Block Level Team for implementation of Project PMMVY.
- To ensure that the money due to the beneficiaries is deposited into their accounts on time.
- Providing Block level and district level training and monitoring quality performance.
- Organizing meetings of Collector and DDO with other departments on time.

**4. Office Assistant HR – Gujarat State Petronet Ltd. ( GSPC Group)**

**Organization: - Gujarat State Petroleum Corporation Joint Venture Company – Government of Gujarat**

**Location – Gandhinagar – Gujarat. Period:- Aug-2017 to July-2018**

➤ **Key Responsibilities –**

- **Administrative tasks:** Answering and transferring phone calls, handling emails, faxing, filing, and mailing
- **Scheduling:** Coordinating meeting room calendars, scheduling appointments, and making travel reservations
- **Office supply management:** Taking inventory, ordering supplies, and stocking supply stations
- **Communication:** Communicating with clients and vendors, and providing general support to staff
- **Event planning:** Organizing and coordinating office events, including on-site and off-site team events
- **Document management:** Storing, tracking, and maintaining key documents, such as employee lists, contacts databases, and filing systems
- **Technical support:** Troubleshooting minor technical issues with office equipment, and ensuring equipment is operable
- **Record keeping:** Taking notes during meetings and distributing meeting minutes
- **Report preparation:** Creating reports and memos for internal and external use

**5. DEO cum office Assistant–Mission Balam Sukham**

**Organization: I CDS Society, Integrated Child Development Services/Scheme, Government of Gujarat**

**Location – Gandhinagar, Gujarat; Period: Sep-2013 to July-2017**

➤ **Key Responsibilities –**

- Organizing interviews for suitable candidates for filling up vacancies in the State ICDS Society

- Providing proper training to the district team working in the districts of Gujarat
- Preparing court matters, advertisements, and new program outlines
- Budgeting and planning training
- Recruitment, Registration, I Card, F&F Process

### Professional Qualification

2018	Master of Social Work	Hemchandracharya North Gujarat University, Gujarat
2015	Master of Commerce	Hemchandracharya North Gujarat University ,Gujarat
2013	PGDCA	Hemchandracharya North Gujarat University ,Gujarat
2012	Bachelor of Commerce	Hemchandracharya North Gujarat University ,Gujarat

### Computer Proficiency

- Proficient in MS Office(Excel, PowerPoint & word)
- Well versed to Google forms.
- Certificated course of Tally.

### Training Exposure/Professional Development

- Regular participation in ILA training as SRG member organized by ICDS Government of Gujarat.
- SRG Member in ILA Module Training
- Attended workshop by ICDS Department Government of Gujarat on CAS Application.
- Attended State level workshop by ICDS Department Government of Gujarat Poshan Tracker Application.
- Workshop on Hand Hygiene in by ICDS Department Government of Gujarat.
- Attended Workshop on Beti Bachavo Beti Pathavo by Government of Gujarat.
- TOT participation on Fuel Application, Yojna Application.

### Achievement

- Certificate received for ILA Module training Government of Gujarat.
- Pilot Project planned and implemented in Prantij Block on Hand Hygiene as District Consultant Poshan Abhiyaan as new initiative by district.

### References

1. Dr. Mayank Patel  
Program Manager – EMRI Green Health Services  
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