

CURRICULUM VITAE

Pushpak Jhaveri

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CAREER OBJECTIVE:

- ❖ To pursue a dynamic career that offers continuous challenges, allowing me to push my capabilities for personal and professional growth and satisfaction.

EDUCATION:

- ❖ P.G. Diploma in Hospital Management, Madurai Kamaraj University, January 2010.
- ❖ B.Sc. (Hospitality & Tourism) Hotel Management, Sikkim Manipal University (IDEA Institute of Hospitality & Management, Ahmedabad), June 2008.
- ❖ Yoga Therapy & Teachers' Training Course, Gujarat Vidyapith & Aadarsh Amdavad, Ahmedabad, January 2007.
- ❖ Training of Trainers (ToT), Aadarsh Amdavad, Ahmedabad, April 2015.
- ❖ Professional Tourist Guide Programme, Ahmedabad Management Association (AMA), November 2018.
- ❖ Heritage Volunteer Programme, Tourism Corporation of Gujarat Limited, Government of Gujarat (TGCL), June 2019.

PROFESSIONAL EXPERIENCE:

Gujarat Vidyapith *Personal Assistant to the Registrar* | 2012 - Present

- ❖ Proficiently manage a diverse array of responsibilities, ranging from routine secretarial tasks to orchestrating significant events such as the Convocation Ceremony, *Mahadev Desai Samaj Seva Puraskar*, GAP conferences (editions

I and II), and national/international conferences on education, *Nai Talim*, organic farming, and Universal Healing.

- ❖ Spearheaded strategic initiatives, notably coordinating residential training sessions for government officials at all levels, in partnership with the Institute of Secretariat Training and Management (ISTM), New Delhi, under the 'NGO Attachment' programme.
- ❖ Collaborate seamlessly with teams to ensure the seamless execution of projects and events, while maintaining a strong focus on efficiency, professionalism, and attention
- ❖ **International Students Engagement:**
 - ❖ Played a pivotal role in the management of the International Course on Gandhian non-violence: Theory and Application, a specialized programme catering to the international community.
 - ❖ Successfully raised awareness about the course across global universities, institutions, embassies, and voluntary organizations, effectively promoting its significance and unique curriculum.
 - ❖ Actively handled all inquiries related to the course, providing prompt and comprehensive responses to interested candidates.
 - ❖ Initiated collaborations with universities and institutes to showcase the course on their websites, fostering broader dissemination of information.
 - ❖ Strategically engaged with partner institutions to encourage sharing of course details with their students and alumni, broadening the programme's reach and impact.
 - ❖ Managed essential administrative procedures for international students and visitors, including C Form, S Form, and FRRO registration, ensuring compliance with relevant regulations and a smooth experience during their time at Gujarat Vidyapith.

PREVIOUS EMPLOYERS:

Ahmedabad University *Executive Secretary to Joint Director*

- Managed secretarial tasks while also contributing to pivotal activities, including organizing architecture competitions for the School of ICT building design and coordinating meetings for faculty recruitment within the School of ICT and Venture Studio.

Shalby Ltd. *Manager-International Patient | OPD Operations | Operation Theatres*

- Successfully oversaw international patients and outstation OPDs for Shalby Hospitals, both within India and globally.
- Played a key role in the efficient management of operation theatres, particularly for arthroplasty and other surgical procedures.

Apollo Hospitals International Ltd. *International Patient and Emergency & Trauma Centre Coordinator*

- Assumed a crucial role as an International Patient and Emergency & Trauma Centre Coordinator, ensuring smooth operations and high-quality care delivery at the emergency and trauma centre as well as at the International Wing.

INDUSTRIAL TRAININGS:

- ❖ THE PRIDE HOTEL, Ahmedabad.
- ❖ THE GRAND BHAGWATI, Ahmedabad.
- ❖ LE MERIDIEN, Ahmedabad.

PERSONAL PROFILE:

- ❖ Name: Pushpak Jhaveri
- ❖ Date of Birth: November 20, 1984.
- ❖ Languages: English, Hindi, Gujarati, French.
- ❖ **Artistic Pursuits:**
- ❖ A dedicated student of Hindustani Classical Vocal, receiving training from esteemed gharanas including *Rampur Sahaswan Gharana*, *Bhindi Bazaar Gharana* and *Benaras Gharana*.
- ❖ Honoured performer at prestigious events such as Saptak Archives and Saptak Gurupurnima Mahotsav, showcasing a rich repertoire and a deep

understanding of classical music traditions.

- ❖ **Reading:** An avid reader with a keen interest in personal development and diverse perspectives. Regularly engage with works by notable authors such as Sudha Murthy, Robin Sharma, and Rashmi Bansal to glean insights into leadership, social change, and entrepreneurial mindset. Additionally, delve into The Collected Works of Mahatma Gandhi (CWMG) to deepen understanding of socio-political ideologies and nonviolent principles.
- ❖ **Strengths:** Quick learner, positive attitude, highly motivated, creative, versatile, adept at taking on new responsibilities and challenges.

PERSONAL ACHIEVEMENTS:

- ❖ Received national and international awards in drawing and painting competitions.

Place: Ahmedabad
Date: August 11, 2023

(Pushpak Jhaveri)