

Mohita Keshari

PhD. Research Scholar, FMS, BHU

Mobile: +91-889 645 29 72 ♦ Email: mohita.angel@gmail.com

Profile

Motivated, personable development sector professional with a MBA degree and certification in Project Management. Demonstrated a proven successful track record of managing public health projects with I-NGOs and International Agencies. Proven capacity building, documenting and management skills. Accustomed to work in close sync with Government Agencies / Officials, NGOs and able to raise the rapport of the program with the same.

Flexible and versatile – able to work under pressure and conducting rapid site visits. Poised and competent with demonstrated ability to easily transcend cultural differences. Excellent team-building skills.

Skills Summary

- | | | |
|---|------------------------------------|------------------------------------|
| ♦ Project Management | ♦ Identifying Best Practices | ♦ Professional Presentations |
| ♦ Capacity Building | ♦ Report Writing | ♦ MS-Office, Adobe, Prezi, Windows |
| ♦ Supportive Supervision | ♦ Undertaking Field Visits | |
| ♦ Developing Case Studies & Success stories | ♦ Sharing and disseminating report | |
-

Professional Experience

CONSULTANT (*DOCUMENTATION & BEST PRACTICES*):

Family Health International-360 (Urban Health Initiative)

- ♦ Synthesize, compile, document, and disseminate findings in a form which is publishable and easy for widespread circulation, and for a wide audience;
- ♦ *Identification of success stories and case studies* from project beneficiaries and stakeholders.
- ♦ Undertaking *regular field visit* to the project areas.
- ♦ Holding *capacity building sessions* for partner NGOs staff.
- ♦ *Provided technical guidance* to the Partner NGO staff on the development of a report, Case study & success story.
- ♦ Developed effective power point presentations, and briefs about UHI, as requested and needed;
- ♦ *Assisted city team* to generate and present information and data in a user-friendly form for different segments of audience
- ♦ *Collected personal stories from the field* to highlight the experiences of providers and beneficiaries in providing and using family planning services;
- ♦ *Collected and organize photos that document project implementation and benefits*;
- ♦ Respond to ad hoc requests for articles or short summaries;
- ♦ Write and submit monthly & quarterly updates.
- ♦ Minute important meetings and events and compile workshop reports;

Mohita Keshari

- ◆ Facilitate program documentation of lessons learned, success stories and best practices, case studies, publications and other reports;
- ◆ Review, edit and finalize documents
- ◆ Prepare & share Concept Note for strengthening the program.

PROGRAM OFFICER

The Dove Foundation

- Overall program management for Project Aarambh & Youth Education Program.
- Conducting field visits for monitoring the ongoing progress of the project.
- Holding regular advocacy meeting with Government officials (DM, CMO, Government Hospital officials) and other stakeholders of the project.
- Building rapport with the local media persons; and getting articles published in the news daily about the program.
- Holding capacity building sessions for young people in schools on ARSH
- Holding capacity building session for field staff and volunteers of the organization.
- Recruiting volunteers for the organization especially for Youth Education Program.
- Coordinate & facilitate donor visit to Project Area.
- Providing support in preparation of progress and activity reports (monthly/quarterly/annual) and maintaining work/travel plans, expenditure reports, time sheets, vehicle log books etc.
- Assisting in planning, arranging and managing office requirements; maintain updated office inventory, ensure proper functioning of all office.
- Preparation and timely submission of monthly/quarterly/annual program reports in coordination with Grants Team
- Documenting all the reports in electronic format.
- Preparation of Success story & Case study

Employment History

- **FAMILY HEALTH INTERNATIONAL** – URBAN HEALTH INITIATIVE:
October 2011- June 2012
- **THE DOVE FOUNDATION** (Project Aarambh: HIV/AIDS & Youth Education
Program: ARSH) *December 2010 – Till date*

Mohita Keshari

Education

QUALIFICATION	INSTITUTE	YEAR
Pursuing PhD. In Management Topic: <i>Impact of Social Media on Brand Building</i> Supervisors: Prof. AK Agarwal, Dr. Ashutosh Mohan	Faculty of Management Studies, Banaras Hindu University	Since Sep. 2012
Post Graduate Diploma in Management (AICTE & AIU approved)	Institute for Technology & Science , Ghaziabad, U.P., India	2009-11
Post Graduate Certificate in Project Management	Center for Excellence in Project Management & IGNOU	Undergoing
Bachelors of Commerce	Sunbeam College for Women , Varanasi (Affiliated to VBS Purvanchal University)	2006-09

Computer Proficiency

Packages: Microsoft Office Package: MS-Excel / MS-Word/ MS-PowerPoint. **Adobe:** Photoshop & PageMaker, **Statistical Packages:** SPSS

Platforms: Windows XP onwards

Language Proficiency

I am proficient in Reading, Writing and Speaking following languages:

- 1). English
- 2). Hindi
- 3.) French (Basics)

Research Studies

- Impact of marketing strategies on consumer behavior for HDFC bank (Varanasi)
- Studying consumer attitude towards Green product

Mohita Keshari

Research Papers

- Keshari, M. (2009) Re-Engineering of Human Resource Management in 21st Century, 3rd National HR Seminar, Institute for Technology & Science , Ghaziabad , India.
- Keshari, M. (2010) “Winning mantra’s for Rural marketing” in a National seminar held at Institute for Technology and Science Ghaziabad, India
- Keshari, M. (2013). Employee Engagement and Organizational Commitment in Mid-Size Entrepreneurial Ventures. Christ University, Bangalore, India: National Conference on Entrepreneurship- Innovation & Creativity.
- Keshari, M. (2013). Consumer’s attitude towards Green Products. Faculty of Commerce, B.H.U, Varanasi, India: National Conference on Global Challenges and Opportunities in the Post-Recession Era: A Managerial Perspective.

Awards & recognition

- Won best Volunteer award for environmental awareness by Lions Club International, 2008
- Won third prize in Marketing Fare organized by ITS and represented “RICOH”
- Won second prize in recycled bin in a college event WYSIWIG.

Extra-Curricular Activities

- 10 days residential Course in Nairobi, Kenya on ‘*Non Profits Management & Resource Mobilization*’, 2012 by Staying Alive Foundation & Restless Development Agency.
- Attended 3 days’ conference on “Universal Health Coverage”.
- Attended 2 days’ workshop CYON (Connecting Youth Organizations Worldwide) organized by Swechha.
- Volunteered in Finance Seminar conducted at ITS Mohan Nagar in 2009
- Volunteered in HR Seminar conducted at ITS Mohan Nagar in 2010.

Personal Details

Present Address: CK 62/18 Gola Dina Nath,
Varanasi, Uttar Pradesh

Permanent Address: CK 62/18 Gola Dina Nath,
Varanasi, Uttar Pradesh

Email Id: mohita.angel@gmail.com

Mobile: +91-8896452972

Date of birth: May 6, 1988

Nationality: Indian

Marital Status: Single