

ATHARAV YADAV

Project Manager and Communication Officer

Name : Yadav, Atharav
Address : Sardarpur, District Dhar, Madhya Pradesh, India, 454111
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E-Mail ID : atharavrajyadav@gmail.com
Date of Birth : 06 August, 2000
Nationality : Indian
Gender : Male
Marital Status : Single

EDUCATION:

Master of Business Administration (2020-11-05 to 2022-07-06)

Area of Study : Public Administration and Policy

College : School of Social Science, Devi Ahilya Vishwavidhyalay

Location : Indore, Madhya Pradesh

Bachelor of Business Administration (2017-08-26 to 2020-10-31)

Area of Study : Human Resource Management

College : Shri Vaishnav Institute of Management

Location : Indore, Madhya Pradesh

SUMMARY OF PROFESSIONAL SKILLS AND/OR EXPERTISE

Strategic and detail-oriented Project Manager with 7 years of experience. Demonstrated success leading ambitious social projects; ensure consistent attainment of deadlines, budget goals, and quality expectations. Forge productive relations with all departments and corporate levels. Outstanding organizational, time management, planning, and problem-solving skills. Met all project deadlines straight and increased growth and efficiency through successful planning and management of projects.

Field of Expertise

Human Resource, Public Administration and Policy, Research Skills, Software Proficiency, Content Writing Skills, Record Keeping Skills, Communication Skills, Administrative and Organizational Skills, Team-working Skills, Public Speaking Skills,

Madhya Pradesh Agency for Promotion of Information Technology

Computer Proficiency Certification Test

Marks Scored : 60%

ELSEVIER Researcher Academy

Research Data Management

University of London

Global Diplomacy – Diplomacy in Modern World

British Council EnglishScore

EnglishScore Core Skills Test

Marks Scored : 84.00% (CEFR C1)

Verification Code : d154679e

Google Cloud

Google Workspace Administration

Linkedin LEARNING

Human Resources: Strategic Workforce Planning

Google Digital Unlocked

Fundamentals of Digital Marketing

Google Analytics Academy

Advanced Google Analytics

SUMMARY OF RELEVANT WORK EXPERIENCE

Vasudha Vikas Sansthan**Project Manager | 21st March, 2017 - 5th July 2022**

- Undertaken various conferences and meetings of Accredited Social Health Activists.
- Collected and researched data, reports writing, and designed campaign awareness banners.
- Increased productivity by introducing software to organize the work and data collected
- Collaborated with influential local authorities to assist in the implementation of government schemes in remote and rural areas.
- Monitored and evaluated the work of the employees of my team

Name of the employer : Vasudha Vikas Sansthan**Type of business** : Non-Governmental Organization**Location** : Shanti Kunj Colony, Dhar, Madhya Pradesh, India**Lok Vikas Seva Kendra****Project Manager and Communication Officer | 05th January, 2015 - 01st February 2017**

- Worked for the region's social and economic development and environmental protection, poverty alleviation, education, livelihood, environment, and others to make the region's villagers self-reliant.
- Promoted tree plantations across the region
- Increased community-based collaborative conservation efforts, with local communities
- Worked for rural electrification through environment-friendly solar energy and mobilized villagers and disseminated information on its benefits
- Conducted community outreach programs, highlighted the issue of conservation of the environment, protection of ecosystems and sustainable agriculture
- Assisted in reviving freshwater habitats such as lakes and ponds

Name of the employer : Lok Vikas Seva Kendra**Type of business** : Non-Governmental Organization**Location** : Devjhiri Colony, Sendhwa, Barwani, Madhya Pradesh, India

PUBLICATIONS:

HACK THE HACKER

I have authored a book which is distinctive in the domain of cyber security as it provides the importance of cyber security with the explanation of cybercrimes & hackers' illicit steps toward citizens. defensive tips and techniques, do's and don'ts to be safe online and avoid being a potential victim of cybercrimes.

ONLY ONE LEFT

I have written this book with a vision to spread awareness among citizens on Wildlife Conservation. This book serves information on the history of wildlife conservation, Indian wildlife conservation status, several initiatives and projects, threats in wildlife, a list of threatened wildlife signs, purposes and essentials of wildlife conservation, management programs of wildlife, legal aspects of wildlife conservation, essential acts associated with wildlife conservation, government Institutes, organizations working for conservation, Indian NGO's for wildlife conservation and many more.

LANGUAGES:

MOTHER TONGUE : **HINDI** (FLUENT IN WRITTEN AND VERBAL PROFICIENCY)

OTHER LANGUAGE : **ENGLISH** (FLUENT IN WRITTEN AND VERBAL PROFICIENCY)

THREE REFERENCES

ASHISH GAWLE, Business Development Associate

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I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE UNITED NATIONS TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.



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