

COVER LETTER

I am Ritika Bhatia and have been working in Centre for Social Research as Project Coordinator since 2014. My work experience in social sector has helped me in bringing my theoretical knowledge into practice. Working at grass-root level has contributed largely towards building better understanding on the realities of problems at the ground level. I have been working on prestigious projects of my employer which focuses on capacity building of women, gender, water & governance as a core theme.

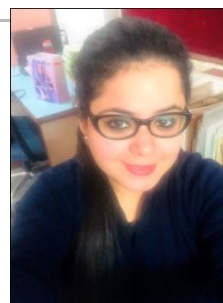
My work experience as a Project Coordinator has been of 6 years which has contributed largely in building my capacity in carrying out multiple tasks i.e. – Fund raising, conducting research, formulation of programs & project implementation, organizing meetings, workshops & trainings at different levels; effective communication with stakeholders, conducting capacity building workshops/ trainings, formulation of Training resources/ IEC material development, conducting review and feedback meetings, formulation of project proposals based on the requirements of the funding agency and preparation & submission of the program specific accounts to the funding agency. My nature of work gave me the opportunity to work with many different types of people in a team and to travel to different parts of the country, meet different types of people and work with them.

In addition to my professional experience, I have excellent communication skills. I always maintain a gracious and professional manner when communicating with people. So, I believe that my broad experience and range of skills make me a suitable candidate for this position.

Curriculum Vitae

RITIKA BHATIA

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Objectives

Poised to contribute to an organization of high repute where I can prove my analytical, functional & research expertise on challenging assignments which will help me to enhance my knowledge, bring success to the organization.

Education

- ☐ M.A. Gender Studies: School of Human Studies, Bharat Ratna Dr. B.R. Ambedkar University, Delhi; 2011-2013.
- ☐ B.A. (Hons) Political Science Ramjas College, Delhi University; 2008-2011.
- ☐ HSC from St Anthony's School, New Delhi (C.B.S.E. Board) in 2008.
- ☐ SSC from St Anthony's School, New Delhi (C.B.S.E. Board) in 2006.

Experience Highlight

Organization Name: **CENTRE FOR SOCIAL RESEARCH**

Designation : **Project Co-ordinator; Gender Training Institute** March 2014 - Till date

ROLES & RESPONSIBILITIES: -

- ☐ Fund raising, conducting research, formulation of programs & project implementation.
- ☐ Formulation of project proposals based on the requirements of the funding agency and preparation & submission of the program specific accounts to the funding agency.
- ☐ Organizing meetings, workshops & trainings at different levels.
- ☐ Effective communication with stakeholders, conducting capacity building workshops/ trainings.
- ☐ Formulation of Training resources/ IEC material development, conducting review and feedback meetings.

Achievements & Awards

- ☐ Organized National level workshop on "best practices on water conservation and climate change in India"

- ☐ Conducted Technical Trainings for Elected women Representatives of rural Rajasthan under climate project with specific facilitation of sessions on understanding gender and its linkages with water conservation.
- ☐ Successfully Implemented HSF Project Residential Training of Trainers Program on water conservation and Climate change in Rural Rajasthan.
- ☐ Presented at National workshop on community based Water Management in Rajasthan: A forgotten glory or future hope aligning with trainers Module designing, Facilitating Trainings and conversation between various stakeholders.
- ☐ UNICEF project on Training of Trainers of Block officials and Ngo's from Shravasthi, Mirzapur and Sohnabhadra districts of Uttar Pradesh on Gender, protection against child marriage and Child Labour.
- ☐ Conducted and Coordinated for Madhuban Police Academy Training of Trainers.
- ☐ Preparation & Coordination for Inception Phase of *Water Conservation and Climate Change ToTfor Tran-boundary water sharing in the Kosi River basin districts in Bihar, India and Nepal.*
- ☐ Poster Presentation at International Conference on Innovations in Sustainable Waste Water Management (ISWAT Conference) at Yashada Institute; Pune.
- ☐ Conducted Gender Sensitization Training session in the workshop on Understanding gender & Sexual Harassment of women at workplace legislation for *The Institute for Cost Accountants for India – Chennai.*
- ☐ Conducted many trainings and seminars on Water conservation and climate change training of Trainers program in target areas of Western Rajasthan, Jaipur, Alwar and Abu road.
- ☐ Participated in the CEE organized One week training of trainers' workshop to build our capacity in effective communication in the context of environmental issues.
- ☐ Participated in the **Workshop on Planning, Monitoring and Evaluation (including project cycle management, Logframe, Instruments of data collection, analysis and reporting)** organized by **Hanns Seidel** Stiftung. V (HSS), Germany from July 4 to 8; 2016 in Bengaluru, India.
- ☐ Participated and made **Poster Presentation in International Conference on Innovation in Sustainable Water & Wastewater Treatment systems (ISWAT)** at YASHDA, Pune from April 21 to 23; 2016
- ☐ Participated and made Presentation in the National Seminar on **"Community based water management in Rajasthan: A forgotten glory or future hope"** organized in Jaipur" from 24 to 26; August 2015.
- ☐ Participated in the workshop on **Gender, Health and Rights** organized by SAMA on June 30; 2013.
- ☐ Awarded merit scholarship for entrance test of M.A Gender Studies, Ambedkar University ,Delhi
- ☐ Participated in Inter School Youth Parliament.
- ☐ Secured first position in 'Depiction of scenes from National Movement'.
- ☐ Worked as a volunteer with HELP AGE INDIA for creating awareness and raising funds for the care of the elderly.
- ☐ Worked on PSI Project Wajood- One on One lobbying meetings with 10 senior doctors from government and private hospitals for formation of committee of doctors

Internships & Trainings

Organization Name: **CENTRE FOR SOCIAL RESEARCH**

June 2013 -March 2014

Designation : **Project Co-coordinator Trainee**

- ☐ Development of Resource Material for various trainings.
- ☐ Facilitated Gender Sensitization Trainings.

- ☐ Conducted Pilot Training for Women Elected Representatives in Sanganer Block; Rajasthan.
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Organization Name: **WOMEN POWER CONNECT**

July 2012 - Aug 2012

Designation : **Project Trainee**

- ☐ Reporting and Documentation of Field work
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Organization Name: **NATIONAL HUMAN RIGHTS COMMISSION**

June 2012 - June 2012

Designation : **Project Trainee**

- ☐ Conducted Counselling Sessions.
- ☐ Reporting of the visit to Jaisalmer House and Dasna Jail.
- ☐ Reporting and Documentation of Field work.

Personality

- ☐ Very good in Team-Work Orientation and Cooperation.
- ☐ Excellent communication skills
- ☐ Self-Motivated, Confident and Sense of responsibility.
- ☐ Ability to work under pressure.
- ☐ High ability to learn and improve.

Personal Details

Date of Birth: 18th December 1990
Marital Status: Married
Passport: YES

References

Dr.Rajini.R.Menon: Organization: Oxfam India, New Delhi, India

Designation: Regional Gender Coordinator

Contact No: +91-9868386927

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Ms.Esha Chaudhuri: Organization: Centre for Social Research, New Delhi, India

Designation: Project Coordinator

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Ms.Suhasini Mukherjee: Organization: Equal Community Foundation

Designation: Program Associate

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