

# ASHKA D. BHAVSAR

## PERSONAL STATEMENT

Highly motivated & result oriented individual; with proven teaching, guidance, and counseling skills and **14+ years of Experience**; Sharp, motivated, and dynamic professional seeking an upper management role that will allow broadening leadership skills while continuing to acquire new skill sets. Have a true passion for people, making highly adept in interaction and communication with fellow colleagues and senior-level management.

Hold Strong speaking skills and proven ability to lead. Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively. Advanced computer knowledge, including a variety of software packages.

## WORK EXPERIENCE

### Freelancer

#### Responsibilities-

2020 – Till Date

Visiting faculty with  
Dwarkanadas J. Sanghvi College of Engineering,  
Vile Parle west. (Subject – Health & Wellness).

Sep 2024 – Till Date

Visiting faculty with Thakur College, Kandivali (west).  
(Subject – Effective Communication)

Nov. 2024 – Till Date

Clinic at Vile Parle (west) with Dr. Avina Jain. (Personal Practice).

June 2024 – Till Date

Psychologist (Visiting faculty) with  
Vidyavardhini's Annasaheb Vartak College of  
K.M. College of Commerce. (VARTAK COLLEGE, VIRAR).

June 2023 – Nov 2024

- **Have associated with Power8 Wellness, Mumbai and conducting Corporate:** CHALET HOTELS, BIOMERIEUX India Pvt Ltd, EVOKE, Ekincare, DBS Bank, STP Investment services India Pvt. Ltd, Coface are the companies with which I have conducted webinar on topics such as self-care, stress management, anxiety, etc.
- Had associated with united we-care and Dr. Dhvani Zota, as a psychologist.
- Collaborated with multidisciplinary teams to coordinate care for clients with complex needs.
- Maintained accurate and comprehensive documentation of client progress and treatment plans.
- Created a comprehensive treatment plan that addressed the individual needs of teenage and included evidence-based interventions
- Facilitated group therapy sessions to help develop social skills and foster healthy relationships.
- Developed individualized plans that addressed social, emotional, and behavioral issues.
- Conducted individual and family therapy sessions that improved communication and conflict resolution within the family
- Analyzed data from assessments and interviews to evaluate the effectiveness of treatments and inform decisions
- Diligently tried my hands in motivational speaking and earned brownie points for the same.



## CONTACT

📍 Mumbai, India

📞 9930751327

✉ [bhavsarashka1987@gmail.com](mailto:bhavsarashka1987@gmail.com)

## SKILLS

Corporate Communication  
Reputation Management  
Vendor Management  
Agency Management  
Social Media Strategy  
Event Planning  
Interpersonal Skills  
Time management  
Multi-tasking

## TECHINICAL SKILLS

Microsoft Office Word  
Microsoft Office Excel  
MS PowerPoint  
Excellent Keyboarding  
Internet Fundamentals

## EDUCATION

Completed **MA in 1<sup>st</sup> class**,  
Counselling Psychology from  
Delhi University (2021)

Completed **Transactional  
Analysis (TA)** from Institute of  
Human Technology (2021)

Completed **Rational Emotive  
Behavior Therapy (REBT)**  
from Institute of Human  
Technology (2021)

Completed **Robert Carkhuff's  
Model of Counselling** from  
Institute of Human Technology  
(2020)

**Leaders of Learning** from  
Harvard University, US (2020)

**Theory of Psychology** from Yale  
University, US (2020)

**Post-Graduation Diploma in  
Business Economics (MBA)**  
from WLCI Mumbai (2011)

## Counsellor

Yashwantrao Chavan Maharashtra Open University

2021 – March 2023

### Responsibilities-

- Indulged in conducting online sessions comprising of motivating the students and guiding them in a proper way.
- Successfully organized and conducted various Exhibition where I diligently supervised classes to ensure all students are learning in a safe and productive environment.
- Questions were properly guided to students.
- Module was duly based on Morals, Ethics, Society, and their Values.
- Evaluation and Documentation of students' progress.
- Developed and issued educational content including notes, tests, and assignments.
- Provide a variety of learning materials and resources for use in educational activities
- Assess record and report on the attendance, progress, development and attainment of all pupils and keep such records as are required by the university systems.

## PAST EXPERIENCE

- Times of India as Senior Officer (Sept 2015 – Feb 2016)
  - Experience in basic counselling of the employees.
  - Report the basic data related to employee feedback.
  - Basic exp.in handling the complaint management system.
  - Closely worked with HR team management.
  - Handled employee grievance.
- ACTFAQs as Assistant Manager Business Development in Marketing & Sales (Oct 2013 – May 2015)
- Id8labs as Assistant Manager Search Engine Optimization (July 2012 – Dec 2012)
- WLCI College, India as Assistant Manager Digital Marketing (Jul 2011 – Jun 2012)
- VJM Media Pvt. Ltd. as Management Trainee (Oct 2010 – May 2011)

## CO-CURRICULAR

- Zumba Instructor
- Summary:** Experience in many different fields of work that revolve around customer service.
- Skills:** Excellent Customer Service, Management
- Description:**
  - Designed each class to match the skill and learning levels of all participants.
  - Suggested exercise modifications to individual students to avoid strain and injury.
  - Cleaned and organized studio after each group fitness class.
  - Encouraged members to continue attending group fitness classes.
  - Prepared teaching area for each class and returned all equipment to storage at the end of class.
  - Tracked class attendance and monitored class size to gauge the effectiveness of promotions.
  - Promoted programs, products, and services to participants.

## PROJECTS UNDERTAKEN

- Huggies by Reliance Group of Companies (Big FM) as Trainee Coordinator (Dec 2008 – Jan 2009)
- Indian Travel Mission (ITM) by Tourism Australia as Trainee Coordinator (Aug 2008 – Sept 2008)

## PROFESSIONAL ACHIEVEMENTS

- Won an award for the Best Vertical in Marketing of BOI Media and Entertainment Pvt. Ltd.

**Graduation in B. Com** from Mumbai University (2008)

**HSC and SSC** from Maharashtra Board (2003 – 2005)

## CERTIFICATIONS

Certified Child Counsellor from Global Trainers, Coaches and Counsellors Organization

Certified Addiction Counsellor Non-Clinical from Global Trainers, Coaches and Counsellors Organization

Certified School Counsellor from Global Trainers, Coaches and Counsellors Organization

## PERSONAL DETAILS

**Date of Birth:** 16<sup>th</sup> April, 1987

**Languages Known:** English, Hindi, Marathi and Gujarati

**Nationality:** Indian

**Marital Status:** Married

**Interests:** Travelling, Music, Swimming, Reading books

**Address:** Irla Junction, S.V road, Next to Kalpana Garage, Vile Parle (west), Mumbai – 400 056.

**(References available on request)**