

DHAVAL RABARI

MASTER OF SOCIAL WORK

Address: 9, Prathna Society,
Hadgud road, Hadgud
Ta. & Dist. Anand
Anand -388110

Contact No.: +91 -7575051143, 9265189923

E-mail Id: dhavalrabari150@gmail.com

OBJECTIVE

I seek challenging opportunities where I can fully contribute my skills for the success of the organization. I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

EDUCATION

Shree Bhikhabhai Patel Arts College, Sardar Patel University

Master of Social Worker (70.60%)

April 2020 - 2022

Achievement:

- First rank in College during Master degree

Shree Bhikhabhai Patel Arts College, Sardar Patel University

Bachelor of Arts (English) (53.40%)

April 2016 - 2019

Sardar Vallabhbhai Patel High school, Khetiwadi. Anand, Gujarat

HSC (Arts) (47.57%)

2014

Sardar Vallabhbhai Patel High school, Khetiwadi. Anand, Gujarat

SSC (56.00%)

2011

BBIT, Vallabh Vidyanagar, Gujarat Technological University

Diploma in Computer Engineering (56.20%)

2021

SKILLS

- **Highly Suite MS Office**
- **Documentation with proper management**
- Effective communication skill and interpersonal skill
- A keen interest to learn prioritizing important task, **research knowledge** and HR functions
- Data interpretation and **Data validation with accuracy** of different task.
- **Maintaining relevant documents and records**
- Ability to work as a team player by sharing information, opinion and discussing all relevant persons
- Adept in administrative tasks including document preparation and verification
- Self-confidence and positive thinker
- Efficient in undertaking assignments or projects

- **Drafting different types of letters, notes**
- Preparing reports, Minutes of Meeting, Vendor Bill payments
- **Typing skills of English, Hindi and Gujarati** with minimal time
- Correspondence skill from lower level to managerial level

WORK EXPERIENCE

ANAND AGRICULTURE UNIVERSITY (AAU), ANAND

❖ **Clerk cum Computer Operator**

July 2020 – Oct 2024

- Assist in analysis and verification of accounting records, **documentation, data accumulation, preparing reports** and other clerical work
- Overseeing administrative/clerical tasks, eg. **managing files, typing works, data translation**
- **Qualitative and Quantitative analysis** accurately record information on computer databases.
- Actively involved in data collection, data compilation and record keeping.

INSTITUTE OF RURAL MANAGEMENT, ANAND (IRMA), ANAND

❖ **Field Enumerator (Lakhpati Didi study Project), IRMA**

Oct 2024- Jan 2025

- Undertaking **data collection, data compilation, Conducting surveys** on Lakhpati Didi SHG group and other qualitative data interpretation.
- Undertaking **data entry and data cleaning** as per the project requirement.
- Assist faculty team in any other task as required in the field as per the currency of the project.

❖ **Research Associate (Lakhpati Didi study Project), IRMA**

Feb 2025- March 2025

- Undertake initial **data collection, Collating and reviewing relevant materials and background literature for the study**
- Assist faculty in the development of data collection tools (survey schedule, FGD guide, Semi structured Interviews guide).
- Overall assistance in **managing the administration of data collection and any other research-related activities** for the GLPC under the scope of the study.
- Assist faculty team in data analysis and report writing

❖ **Field Assistant (Polycab Need Assessment Project), IRMA**

June-2025- Sept 2025

- Conducted data collection, **data compilation, FGD and filed survey schedules including qualitative data interpretation.**
- Performed data transcript, data entry and data cleaning in alignment with project requirements.
- Assisted in reviewing literature, **administrative tasks, data analysis, and report writing for research projects.**

PERSONAL DETAILS

- Father Name :- Hemubhai Laxmanbhai Rabari
- Date of Birth :- 14 March 1996
- Gender :- Male
- Marital Status :- Single
- Nationality :- Indian
- Languages known :- English, Hindi & Gujarati

According to best of my knowledge, I hereby declare that all the above mentioned information is true.

(Dhaval Rabari)