

## CURRICULUM VITAE



**Name:** Vijay D'souza

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### PROFESSIONAL SUMMARY

- 23 years of experience in project management – Livelihood, Education.
- Expertise in Training Design and delivery.
- Experience of networking with NGO and donor agencies.
- Experience in Institution building & strengthening activities
- Experience in training leaders for People Organization
- Training of beneficiaries on Issue based work & provide legal advice

### CAREER OBJECTIVE

- To actively contribute in the growth and development of organization by using knowledge that i have acquired from my academic studies /experience and my skills and strengths.

### CURRENTLY ENGAGE IN ACTIVITIES

1. **Current organization** : Aditya Birla Skills Foundation, Vadodara.
  - **Designation** : English and soft skill trainer
  - **Duration** : From May 2019 to till date

### JOB ROLE

- Training youth in soft skills.
- Spoken English classes.
- Organize events for youth.
- Conducting seminars for youth.
- Personal Counselling of youth.

### EDUCATION

- **P.G.D.M (Development studies)** in the year of 2011-13 from Entrepreneurship Development Institute of India, Gandhi Nagar, Gujarat
- **Bachelor of Arts Programme (Major- Economics)** in the year of 1995 – 1998 from Sardar Patel University, Vallabh Vidyanagar, Gujarat.
- **Bachelor of Theology** in the year of 1998-2001 from Vidya Deep, Ahmedabad, Gujarat  
Subjects: Theological studies, learning and practices
- **Bachelor of Philosophy** in the year of 1993 -1995 from Jnan Deep Vidyapeeth (Pontifical Athenaeum), Pune
- **Master Coach Certificate** from Quest alliance in the of March 2018

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### WORK EXPERIENCE

**2. Name of organization : Podar World School, Maneja, Baroda**

- **Designation : Admin Officer**
- **Duration : May 2018 – October 2018**

#### JOB ROLE

- Daily admin work of the school.
- Plan and organize events for children.
- Planning and executing activities for staff and children.

**3. Name organization : Xaviers Technical, Sevasi, Baroda.**

- **Designation : Trainer/ counselor**
- **Duration : 2015-2017**

#### JOB ROLE

- Training of teachers, project staff and local leaders
- Organize events for youth, children, and local leaders
- Conducting seminars for youth.

**4. Name of the organization : Ashadeep, Vidyanagar.**

- **Designation : Youth Coordinator for Gujarat region**
- **Duration : 2013 -2015**

#### JOB ROLE

- Training of teachers, Students, project staff and local leaders
- State Advisor for All India Catholic University Federation
- Coordinating Youth career cell.
- Implementing Youth policies through all the centers of Society of Jesus in Gujarat.
- Organize events for youth, children, and local leaders
- Conducting seminars for youth.

**5. Name of the organization : Sangath NGO, Modasa, Gujarat**

- **Designation : Assistant Director**
- **Duration : 2006 -2011**

#### KEY RESPONSIBILITIES:

- Organize Legal classes and programmes
- Planning and evaluating Projects of the organization
- Train paralegals and grassroots workers
- Overall administration of running an organization
- Maintain organizational accounts for projects

**6. Name of the organization : Jivan Jyot NGO, Bardipada, Tapi,Dt. Gujarat**

- **Designation : Assistant Social Work Director**
- **Duration : 2001-2005**

#### KEY RESPONSIBILITIES:

- Execute grass root level projects of CRS
- Chief administrator of Boys Hostel and In charge of youth groups
- Maintain organizational accounts for projects

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### **7. Name of the organization :Ashadeep Human Development Center, Vidyanagar, Gujarat**

- **Designation** : Field Coordinator
- **Duration** : 1995-1998

#### **KEY RESPONSIBILITIES:**

- Coordinator the educational program for UPSC aspirants
- Mentor field workers at grass root level
- Supervise the projects.

#### **FREE LANCER**

- Training Teachers at Nav Yug School, Baroda.
- Training of teachers, project staff and local leaders
- Organize events for youth, children, and local leaders
- Conducting seminars for youth.

#### **MEMBERSHIP**

- Board Member of Green the Blue Charitable Trust, Vadodara.
- Ex-Board member of Sangath, Modasa, Dist. Arrivali, Gujarat.
- Ex-Board Member of Jivan Jyot Society, Bardipada, Vayara, Tapi ,Dist. Gujarat

#### **PERSONAL INFORMATION**

- **Name** : Vijay D'Souza
- **Permanent Address** : A/203, Anjali Flats, T.P.13 Channi, Ganesh Chokadi, Ta. Dt. – Vadodara, Pin – 390024.
- **Contact Number** : 09427151043
- **Email Id** : vijudsouza@gmail.com
- **Date of Birth** : 21st November 1968
- **Marital Status** : Married
- **Nationality** : Indian

#### **LANGUAGE KNOWN**

- English
- Gujarati
- Marathi
- Hindi

#### **HOBBIES**

- Meeting People learning new Languages & culture
- Playing Basket Ball & Cricket.
- Reading Books

## CURRICULUM VITAE

### REFERENCE

**(1) Fr. Robert, S.J.**

Ex. Principal of St. Xavier's College, Ahmedabad  
St. Xavier's College, P.B. No. – 4168, Ahmedabad – 380 009  
Mobile – 94270 26600  
Email ID – bobsj@jesuits.net

**(2) Fr. Sudhir Bhatia, S.J.**

Principal of St. Xavier's High School, Surat.  
St. Xavier's High School, M.G. Road, Bharuch  
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### DECLARATION:

- I hereby declare that above mentioned information is correct. If an opportunity is given to me to serve your esteemed an organization. I assure that I will prove myself to meet the expectation of my employer and fulfil the goals of an organization.