



KALYANI N. SATPUTE

Development Professional

CONTACT

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- Kolhapur, Maharashtra

EDUCATION

CSIBER COLLEGE , KOLHAPUR

Master of Social Work (URCD)
73.76%
2023 - 2025

Rajaram College, Kolhapur

Bachelor of Science (Botany)
72%
2019 - 2022

Shantiniketan, Kolhapur

CBSE
60%
2017 - 2019

SKILLS

- Communication Skills
- Interpersonal Skill
- Article/Report Writing
- Active Listening
- Leadership
- Negotiation
- Critical Thinking
- Computer Skills
- Presentation Skill
- Crisis Management

ABOUT ME

I am a dedicated, compassionate social worker holding a Master's degree in Social Work (URCD) and extensive foundational skills in community outreach, counseling, community development, case study and group study. My academic work experience combined with hands-on exposure in areas such as social welfare administration, handling PRA/PLA and community development has thus equipped me to be able to support individuals and society as a whole.

WORK EXPERIENCE

SAMAJ KALYAN OFFICE , KOLHAPUR

2024 - 2025

Field Assistant | Government office Kolhapur,
Maharashtra

- Worked on various **Social Welfare Department schemes** by analyzing and evaluating and assessed their advantages,disadvantages, and overall impact.
- **Chief Minister Vayoshree Yojana**: Conducted scheme analysis, assisted beneficiaries with form filling, performed data entry, and sorted eligible vs. non-eligible applications.
- **Chief Minister Tirth Darshan Yojana**: Assessed the scheme's benefits and limitations, managed data entry, and categorized eligible and non-eligible applicants.
- **Bharatratna Dr. Babasaheb Ambedkar Swadhar Yojana**: Assisted in form filling, engaged in beneficiary outreach, conducted scheme evaluation, and managed data entry.
- **Ramai Awas Yojana**: Provided administrative support to streamline processes related to social welfare schemes, ensuring smooth implementation.
- Collaborated with different social welfare corporations to understand their role in **community development** and **economic upliftment**.
- Gathered firsthand information regarding different schemes that are working in Social Welfare Department : **Sant Rohidas Leather Industries & Charmakar Development Corporation Ltd , Mahatma Phule Backward Class Development Corporation , Sahityaratna Lokshahir Anna Bhau Sathe Development Corporation** etc

COMPUTER SKILLS

- Proficient in MS Office Suite (Word, Excel, PowerPoint) for documentation, data management, and presentations.
- Experienced in data entry, record management, and maintaining databases with accuracy and efficiency.
- Familiar with online research, digital tools, and government portals for scheme applications and beneficiary tracking.

STRENGTH

- Honest
- Empathetic
- Quick Learner
- Dedicated
- Good Listener
- Reliable

LANGUAGE PROFICIENCY

English ★★★★★

Marathi ★★★★★

Hindi ★★★★★☆

DECLARATION

I hereby declare that the information provided in this resume is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the details mentioned.

Place - Kolhapur

WORK EXPERIENCE

V. M. LOHIA DEAF AND DUMB SCHOOL

2023 – 2024

Field Trainee | Kolhapur, Maharashtra

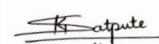
- Conducting Case Studies and Group Studies.
- Using digital platform while conducting classes, making it more enhanced and interactive.
- Built meaningful connections with students through sign language, gestures, and visual aids.
- Carried out various activities like reading newspaper, meditation and cultural programs for students equal participation.
- Fostered an inclusive environment by engaging in interactive learning, understanding their unique expressions, and supporting their educational and social growth.

FIELD WORK

- Participated in Rural Camp arranged at Mahe Village, Kolhapur, Maharashtra
- PRA (Participatory Rural Appraisal)
- PLA (Participation, Learning & Action)
- Organised free Health camp
- Arranged session for women's regarding small business startup

EXTRA CURRICULUM ACTIVITY

- Paper Presentation titled **A Study on causes of low attendance in secondary school students with reference to JawaharNagar Highschool Kolhapur** in International Conference on "Innovation and Sustainability, Reimagining and Repositioning" at CSIBER College
- Attended International Conference on "Global Challenges and Vitality Solution" at CSIBER College
- Attended National Level workshop on "Driving Change: Creating Social Impact Through CSR"
- Attended National Level workshop on "Youth and Responsible consumption in India" by Kirloskar
- Performed Streetplay on Women Safety Awareness
- Participated in Rural Camp
- Participated in Study Tour



Yours Sincerely

Kalyani Nandkumar Satpute