

Snehal Mohite

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Professional Summary

Dedicated and results-oriented professional with a strong background in community-based mental health and social work, program administration, and direct client support. Proven ability to manage complex projects, coordinate with diverse stakeholders, and lead teams to achieve program goals. Experienced in advocating for vulnerable populations, conducting outreach, and ensuring the smooth operation of community-focused programs.

Education

- **Master of Social Work, 2022-2024**
 - COLLEGE OF SOCIAL WORK NIRMALA NIKETAN
 - **Bachelor of Science, Biotechnology, 2017-2020**
 - MUMBAI UNIVERSITY
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Professional Experience

1. Admin Executive, The Banyan (Nalam-Community Mental Health Program)

June 2024 – Present

- Successfully managed a mental health clinic and a team of 20 community workers, overseeing daily operations, scheduling, and staff coordination.
 - Engaged with over 1500 clients across Palghar and Thane Districts. Conducted over 50 mental health awareness and promotion activities and initiated wellness desks in 10 villages.
 - Developed and conducted 10 life skills training sessions for community workers, clients, and caregivers.
 - Served as a case manager for clinic patients, coordinating referrals and monitoring treatment plans. Provided case management and social work support for clients in residential care, including reintegration support and aftercare visits.
 - Managed financial transactions, including billing, invoicing, and accounts reconciliation, ensuring compliance with financial policies.
 - Collected and compiled reports on clinic operations, patient demographics, and services for program evaluation and decision-making.
 - Provide Livelihood Support to Clients : Tailoring Classes, Product Making
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Field Experience

1. Fieldwork Intern, Mumbai Metropolitan Regional Development Authority (MMRDA)

July 2022 – February 2024

- Organized community meetings and collaborated with government officers and local NGOs to support communities in the Natwar Parekh compound.
- Conducted training programs on society registration for Project-Affected Persons (PAPs).
- Facilitated health camps for children in collaboration with Apollo Hospital.
- Engaged with local communities to understand and address their needs and concerns.

2. Fieldwork Intern, Jagrut Kashtakari Sanghatana/Maharashtra Jagrut Kashtakari Kamgar Union July 2022 – February 2022

- Engaged in direct outreach to educate brick kiln workers about their labor rights.
- Conducted on-site visits to brick kilns to interview workers, owners, and other stakeholders.
- Organized regular sessions and activities for children in rural communities.

3. Internship- ELPPE Chemicals Pvt. Ltd. – April 2024- May 2024

- Community Need Assessment: Baseline Surveys and Needs Analysis Conducted thorough participatory needs assessments in the tribal community of Roha to identify the most pressing issues.
- Program Design and Implementation: Assisted in designing new CSR project focusing on sustainable livelihood creation, educational support) Eduel Classes and Tierra Eco Tribal Tourism.
- Community Mobilization and Capacity Building
- Resource Mapping
- Impact Documentation: Documented case studies, success stories, and lessons learned from the field.
- Financial Literacy Session for Womens

Skills

- Program & Project Management: Needs Assessment, Project Planning & Implementation, Monitoring & Evaluation (M&E), MIS Documentation & Record Keeping, Stakeholder Liaisoning
- Community Mobilisation
- Capacity Building
- Financial Management (Billing/Invoicing), Scheduling & Staff Coordination, Administrative Assistance, Highly Organized & Efficient
- Microsoft Office Suite (Word, Excel, PowerPoint), Report Compilation, Data Collection, Computer Proficiency

