



# ADITI SHAH

## Corporate Social Responsibility Manager

programme strategy, partner due diligence, budget planning

Jaipur, India | aditi.shah@example.com | ROLE 29-06

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

### EXECUTIVE SUMMARY

Corporate Social Responsibility Manager with an illustrative 11-year career in community programmes, social services and development operations. Combines programme strategy, partner due diligence, budget planning with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes social investment portfolio, partner accountability framework and employee volunteering programme. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced corporate social responsibility manager opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Master's in Social Impact Management. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

### AT A GLANCE

|                                        |                                 |                           |                               |
|----------------------------------------|---------------------------------|---------------------------|-------------------------------|
| <b>11 years</b><br>ILLUSTRATIVE CAREER | <b>4</b><br>CAREER APPOINTMENTS | <b>3</b><br>WORK EXAMPLES | <b>2</b><br>EDUCATION RECORDS |
|----------------------------------------|---------------------------------|---------------------------|-------------------------------|

### CORE COMPETENCIES

|                                            |
|--------------------------------------------|
| programme strategy / partner due diligence |
| budget planning / stakeholder engagement   |
| monitoring / reporting                     |
| governance / team coordination             |

### PROFESSIONAL MISSION

Turn a clear brief into dependable community programmes, social services and development operations work: understand the context, apply programme strategy and partner due diligence, record the evidence and explain the limitations before handover.

Career family: NGOs & Social Development | Snapshot: 2026-09-22

## PROFESSIONAL EXPERIENCE / RECENT

### Corporate Social Responsibility Manager

Meridian Community Programmes (fictional)

Jul 2024 - Present | Jaipur, India

Independent ownership of scoped corporate social responsibility manager work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Aligned priorities and documented partner selection criteria.
- Established shared evidence and review expectations.
- Led brief clarification and prioritised work using programme strategy, partner due diligence and budget planning. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a programme and stakeholder plan to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of stakeholder engagement and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

### Senior Corporate Social Responsibility Manager

Northline Community Programmes (fictional)

Jul 2020 - Jun 2024 | Jaipur, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in budget planning and stakeholder engagement.

- Designed realistic roles and feedback processes.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied monitoring and reporting to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a learning and accountability report so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

## PROFESSIONAL WORKING PRINCIPLES

- Define programme objectives with stakeholders and document participation and consent.
- Separate activity counts, observed outcomes and unsupported impact claims.
- Use transparent resource records and safe handling of beneficiary information.

## PROFESSIONAL EXPERIENCE / EARLIER

### Corporate Social Responsibility Manager

Cedarbridge Community Programmes (fictional)

Jul 2017 - Jun 2020 | Jaipur, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving programme strategy and partner due diligence using a documented preparation and review process.
- Supported partner accountability framework by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through governance and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

### Assistant Corporate Social Responsibility Manager

Cedarbridge Community Programmes (fictional)

Jul 2015 - Jun 2017 | Jaipur, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with programme strategy and budget planning within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

## SELECTED CONTRIBUTIONS

**Social investment portfolio.** Aligned priorities and documented partner selection criteria. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

**Partner accountability framework.** Established shared evidence and review expectations. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

**Employee volunteering programme.** Designed realistic roles and feedback processes. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

## SELECTED WORK / 01

### Social investment portfolio

P1 | Jan 2025 - Jun 2025 | FICTIONAL WORK EXAMPLE

**Context.** Fictional internal work programme in community programmes, social services and development operations; not a real client case study.

**Problem.** Projects lacked a common rationale and review method.

**Objective.** Create a workable response to this issue through programme strategy, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

**Contribution and ownership.** Corporate Social Responsibility Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Aligned priorities and documented partner selection criteria.
- Prepared the scope with the commissioning team, identified unresolved inputs and used programme strategy to turn the brief into a sequenced work package.
- Applied partner due diligence and budget planning while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

**Methods.** programme strategy / partner due diligence / budget planning / stakeholder engagement

**Deliverables.** Social investment portfolio - scoped brief; Social investment portfolio - reviewed working package; Social investment portfolio - handover and learning summary

**Review.** Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a programme and stakeholder plan and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for social investment portfolio, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): programme and stakeholder plan; monitoring or casework framework; learning and accountability report.

## SPECIALIST PRACTICE

### Community evidence

The sample focuses on programme strategy, partner due diligence, budget planning. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

**Peer learning and practical guidance.** Created short examples on programme strategy and stakeholder engagement for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

**Review and handover discipline.** Facilitated practical reviews of partner accountability framework, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Beneficiaries, donors and programme results are fictional; no community impact or donor endorsement is verified.

## SELECTED WORK / 02 AND 03

### Partner accountability framework

P2 | Jan 2026 - Jun 2026 | Meridian Community Programmes (fictional)

**Problem.** Reporting did not reveal delivery constraints.

**Objective.** Create a workable response to this issue through partner due diligence, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

**Ownership.** Corporate Social Responsibility Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Established shared evidence and review expectations.
- Prepared the scope with the commissioning team, identified unresolved inputs and used budget planning to turn the brief into a sequenced work package.
- Applied stakeholder engagement and monitoring while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

**Methods.** partner due diligence / budget planning / stakeholder engagement / monitoring

**Delivered.** Partner accountability framework - scoped brief; Partner accountability framework - reviewed working package; Partner accountability framework - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for partner accountability framework, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): programme and stakeholder plan; monitoring or casework framework; learning and accountability report.

### Employee volunteering programme

P3 | Jan 2021 - Jun 2021 | Northline Community Programmes (fictional)

**Problem.** Activities were selected without partner capacity checks.

**Objective.** Create a workable response to this issue through budget planning, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

**Ownership.** Corporate Social Responsibility Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Designed realistic roles and feedback processes.
- Prepared the scope with the commissioning team, identified unresolved inputs and used monitoring to turn the brief into a sequenced work package.
- Applied reporting and governance while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

**Methods.** budget planning / stakeholder engagement / monitoring / reporting

**Delivered.** Employee volunteering programme - scoped brief; Employee volunteering programme - reviewed working package; Employee volunteering programme - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for employee volunteering programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): programme and stakeholder plan; monitoring or casework framework; learning and accountability report.

EDUCATION AND SPECIALIST LEARNING

Master's in Social Impact Management

Asterbridge Institute of Professional Studies (fictional institution)  
Jul 2013 - May 2015 | completed - fictional record  
Focus: programme strategy, partner due diligence, stakeholder engagement. Specialist study on social investment portfolio; an illustrative learning project, not a published result.

Bachelor's in Economics

Cedarhaven College of Applied Studies (fictional institution)  
Jul 2010 - May 2013 | completed - fictional record  
Focus: budget planning, monitoring, reporting. Applied coursework in programme strategy, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

**Participatory programme design workshop (2023).** Programme strategy and stakeholder engagement in the context of corporate social responsibility manager work. Used reflective exercises and a bounded practice example related to social investment portfolio.

**Safeguarding and data stewardship lab (2024).** Partner due diligence and monitoring in the context of corporate social responsibility manager work. Used reflective exercises and a bounded practice example related to partner accountability framework.

**Monitoring and evaluation practicum (2025).** Budget planning and reporting in the context of corporate social responsibility manager work. Used reflective exercises and a bounded practice example related to employee volunteering programme.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: onsite or hybrid by role requirements. Relocation: open to discussion - sample preference.

Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Beneficiaries, donors and programme results are fictional; no community impact or donor endorsement is verified.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

Use for templates, product demonstrations and test data only. Replace fictional claims and remove the demo label only after approval of real candidate information.

Contact placeholder: aditi.shah@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.