

**Amit Anand**  
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## INDUSTRY INTERFACE

### Professional Overview

- A project executive with 4+ years of experience of working on Public, Government and the World Bank projects.
- Data management & data analysis of the project works.
- Managed complete business data updation & analysis of Farmer Producer Company promoted JEEViKA and the World Bank.
- Established the Science, Technology, and Innovation Hub at NIT Jalandhar.

### BRLPS (JEEViKA), Full Time

**Dec.2022 - till present**

**Domain Expert-IT/MIS (Monitoring & Evaluation), BRLPS CBBO under 10k FPO Ministry of Agriculture GOI.**

**(Location: State Project Monitoring Unit, Patna)**

- Handling all type of database for 15 FPOs operational under 10k FPO Scheme.
- Training of CEOs and Accountants of MIS.
- Preparation of Daily Progress Report and submission to CBBO Nodal Officer.
- Coordination with NRLM team for roll out of different MIS modules and periodical reporting.
- Maintain Dashboard.
- Hand-holding support to all FPO.

### NIT Jalandhar (STI-HUB) Department of Science & technology Gov. of India sponsored Project

**Feb. 2022 - Nov. 2022**

**Project Associate-Administrative Assistant, (Location: NIT Jalandhar, STI Hub)**

Handled end-to-end operations of the Project SRUSTI sponsored by DST, GoI. Key activities are as follows:

- Field visits to the project areas for the training and capacity building of community members.
- Facilitating field assistants in executing their day-to-day field activities.
- Coordinating with the other partner agencies for Project Investigator.
- Prepare project reports for reporting periodically the status of the project to the Project Board.
- Working on Supply Chain Management of project components.
- Coordinating for quotations with vendors and creating purchase order on GEM Portal, Local Vendor & follow-up for the same.
- Database Management of the project components.
- Preparation of physical and financial progress report for various stakeholder as per the requirement.

<b>JEEVIKA WOMEN AGRI PRODUCER COMPANY LIMITED Khagaria. Promoted by BRLPS</b>	<b>March 2020 – Jan 2022</b>
<b>MIS Executive</b> <ul style="list-style-type: none"> <li>Managed complete MIS of the FPC including different modules of Inventory Management, Procurement and Sale and Financial modules.</li> <li>Data Analysis.</li> <li>Preparation of business transaction reports monthly, quarterly, and annually.</li> <li>Mobilized new shareholders for the FPC.</li> <li>Arranged monthly board meetings of the FPC and AGM.</li> <li>Facilitated training of Farmers on the procurement norms of the FPC.</li> <li>Preparing different types of MIS Sheets.</li> </ul>	

<b>Avon Cycles Ltd.</b>	<b>Nov.2017-Nov.2018</b>
<b>PPC Engineer (Production Planning &amp; Control)</b> <ul style="list-style-type: none"> <li>Production Planning &amp; Control.</li> <li>Plant Capacity Calculation, Time study &amp; Cost Control.</li> <li>Scheduling Maintenance of Machinery &amp; Plant.</li> <li>Data Analysis.</li> <li>Daily Work Analysis.</li> <li>Working on 5S,5M, and Kaizen.</li> <li>Preparing different types of MIS Sheets.</li> <li>Coordinating with the purchasing team.</li> </ul>	
<b>ACHIEVEMENTS</b>	
<b>Certifications</b>	<ul style="list-style-type: none"> <li>AutoCAD (NSIC)</li> <li>Solid – Work</li> <li>Industrial training at TATA STEEL JAMSHEDPUR.</li> <li>Attend a seminar on CNG fuel in 2016</li> <li>Attend a seminar on HYDRAULICS in 2016</li> <li>Attend a seminar on being an entrepreneur under digital India in 2016</li> <li>Online Training Programmed by NIRD on “Strategies for Identifying and Maintaining Common Pool Resources through Panchayati Raj Institutions”</li> <li>NIRDPR Online Training Programmed on Strategies for Development of Particularly Vulnerable Tribal Groups (PVTGs) in Scheduled Areas.</li> <li>NIRDPR Online Training Programmed on Entrepreneurship and Sustainable Livelihood Models for Rural Communities.</li> <li>NIRDPR Online Training Program on “Principles of Organic Farming, Certification and Marketing”.</li> <li>Internship in Research and Documentation at Khetee organization.</li> <li>Online Data analysis certification course organized by Google Coursera.</li> <li>Online Foundations of project management certification course from Coursera.</li> </ul>

	<ul style="list-style-type: none"> <li>• Online Business Analysis &amp; Process Management certification course from Coursera.</li> <li>• Massive Open Online Course on Farmer Producer Organizations Producer Organizations (Bankers Institute of Rural Development (BIRD))</li> </ul>
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## EDUCATIONAL QUALIFICATION

PG in Rural Development	2020-22	Nalanda Open University Patna.
B. Tech (Mechanical Engg.)	2013-17	Dr. APJ Abdul Kalam Technical University, Lucknow
Intermediate	2013	R.M College Saharsha
High School	2011	R.S.M Public School Supaul (C.B.S.E Board)

## INTERESTS

- Travelling.
- Photography.

## TECHNICAL SKILLS

- ADCA+, AUTOCAD, SAP, SOLID WORK, EXCEL, OUTLOOK, WordPress, GoDaddy, Data Analysis tools, Google Studio, MySQL, Tableau, Spreadsheet, PowerPoint, R-Programing, Google data base tools.

## KEY SKILLS

- Team Management.
- Adaptability.
- Documentation.
- Data Analysis
- Data management.
- Vendor Management
- Fund utilization.
- Monitoring & Evaluation Work.
- Capacity Building.
- Decision Making.

## LANGUAGES KNOWN

- English & Hindi, Maithli, Punjabi.

## DECLARATION

- I do hereby declare that above particulars of information and facts stated are true, correct, and complete to the best of my knowledge and belief.

Amit Anand.