

John Joseph Silas



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Career Objective: *Seeking Managerial assignments in Operations with a humanitarian needs met for an underprivileged community which provides me with an opportunity to utilize my skills and potential to the maximum and make my contribution towards achieving the goals and needs of that organization.*

EDUCATIONAL QUALIFICATIONS

Examination passed	Name of Institution
SSE -1995	Delhi United Christian Sr. Sec. School, Delhi.

PROFESSIONAL QUALIFICATIONS

Examination passed	Name of Institution
Diploma in Mechanical Technician - 1998	Don Bosco Technical Institute, New Delhi
Certificate Course in Programming & Operation of CNC Machines - 1998	HI-TECH Vocational Training Centre, New Delhi
Certificate Course in Office Assistant - 2000	Bhartiya Vidya Bhawan, New Delhi
Certificate Course in Monitoring & Evaluation of Development Interventions- 2011	Sambodhi Research & Management Institute, New Delhi
Certified Retail course Trainer-Train the Trainer - 2012	Bharti Walmart Training Center, New Delhi
Certified Life Skills Trainer-Passport to Success - 2013	Youthreach, New Delhi

Key Skills

Office Skills:	<ul style="list-style-type: none">• Office Management• Records Management• Database Administration• Spreadsheets/Reports	<ul style="list-style-type: none">• Event Management• Calendaring• Executive Support• Travel Coordination
Computer Skills:	<ul style="list-style-type: none">• MS Word• MS Excel• MS PowerPoint	<ul style="list-style-type: none">• MS Outlook• Adobe Acrobat Standard• Internet

- HTML/CSS

- PHP

WORK EXPERIENCE

Mark Auto Industries Ltd., Gurgaon.

Designation: **Apprentice** (September, 1998 - October, 1999)

Job Profile:

- SPM Operator/
Quality
controller.

Asharch Design

Designation: **Administrator** (April, 2001- September, 2003)

Job Profile:

- Managing office
Documentation
- Administration
etc.

HOPE foundation, New Delhi - Village of HOPE (Rehabilitation program for Leprosy patient)

Designation: **Computer Instructor** (October, 2003 - April, 2005)

Job Profile:

- Teaching Basic Computers and life skills,
- Supervising Computer Lab
- Documentations(statistical and data)
- Making program reports for Vocational training center and the Rehabilitation program for Leprosy Patient.

HOPE foundation, New Delhi - Community Development Program

Designation: **Program Coordinator** (May, 2005 - March, 2007)

Job Profile:

- Monthly collecting raw data for report from different CDP programs and then editing it to prepare Monthly report to editing department.
- Donor's relationship by sending monthly reports, event reports, sending thanking letter occasionally.
- Administration (staff leaves/ staff coordination) □ Accounts (overseeing the budget and expenses).
- Event organization
- Fundraising
- Maintaining online relationship with Volunteers domestic / overseas.

HOPE foundation, New Delhi - Walmart Initiative-ICoHOPE

Designation: **Program Director** (April, 2007 – March 2013)

Job Profile:

- Coordinate with Wal-Mart.
- Coordinating 5 Industrial Centers of HOPE
- Supervising Panipat & Moradabad Centers
- Write/collect reports and stats from all 5 centers
- Ensure networking with local factories & stakeholders by 5 local managers
- Submitting Quarterly reports to editing department who will consolidate them and present them to Wal-Mart in the appropriate format.

HOPE foundation, New Delhi - InterGlobe Hotels Centre of HOPE**Designation:****Program Director**

(April, 2013 – October 2013)

Job Profile:

- Coordinate with InterGlobe Hotels in terms of program operations and donor requirements.
- Coordinate and supervise other vocational centers across North and East India region.
- Networking with local firm and stakeholders for sustainability.
- Mobilizing Trainees for the project.
- Delivering quality training to the students in various streams like Spoken English or any vocation as the local needs may demand.
- Keeping records of students and VTC fees.
- Preparing the monthly reports and submitting to your reporting officer.
- Documentation.
- Fundraising and developing new contacts for existing programs.
- Monitoring and evaluation of the quality of the training program, through the evaluation format.
- Any other work as assigned by the supervisor.

HOPE foundation, Uttarakhand - Skills Development Centers**Designation:** **Program Director** (November, 2013 – April, 2017)

- Job Profile:**
- Supervising the Uttarakhand programs in Dehradun and Thatyur.
 - Coordinates with beneficiaries, donors, Government agencies and stakeholders regarding program operations and donor requirements.
 - Networking with local firms and stakeholders for sustainability.
 - Mobilizing Trainees for the project.
 - Delivering quality training to the students in various streams like Spoken English or any vocation as the local needs may demand.
 - To coordinate with the Government Inter College, Thatyur regarding the various programs like English helper, providing faculty at the school and supervising various programs and events in the school.
 - Visiting and monitoring Thatyur project twice a month.
 - Preparing the monthly reports and submitting to your reporting officer.
 - Documentation of the programs (photographs, statistics, case studies etc.)
 - Prepare regional statistics and reporting the same to the concerned department.
 - Fundraising and developing new contacts for existing programs.
 - Monitoring and evaluation of the quality of the training program, through the evaluation format.
 - Hiring staff for the project in consultation with HR Department and supervisor.
 - Any other work as assigned by the supervisor.

Pammi Nanda Foundation, Dehradun**Designation:** **Computer Instructor** (May, 2017 – Till date..)

- Job Profile:**
- Teaching Basic Computers and life skills,
 - Supervising Computer Lab
 - Documentations (statistical and data)