**RESUME**

Amol D. Jambhole

Areas of Interest

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* **Program Implementation on field level**
* **Behavior Change Communication**
* **Skill Development, Education**
* Child Right; Women Empowerment
* Livelihood program,Empower SHG.
* Fund Raiseing

Work Experience:

1. **NGO : shri Gajanan maharaj Gramin Vikas Sanstha ,Tah.Chikhali Dist.Buldhana**
2. Job Title : Project Manager (Name of Programme -Targeted Intervention-(FSW) MSACS Mumbai
3. Working Area- Malkapur, Motala, Nandura ,Khamgaon, Shegaon, Jalgaon (ja.) ,Sangrampur Dist.Buldhana
4. Duration : - August 2013 to May 2015.

* **Responsibilities –**
* **Focus of Field visits is to ensure quality of outreach done by the ORW & PEs.**
* **Attend to Administrative ,Financial and Communication Matters. Liaison with SACS/ TSU**
* **Coordinate and assist Accountant for preparation of monthly financial reports and MIS Officer on the compilation of programmatic information collected from ORWs / PEs, information from clinics and ensure correct and quality reporting is being sent to SACS.**
* **To give all project related training capacity building in DIC Level.**
* **Support and problems solving any field level issue.**

**2) NGO : Mahatma phule Samaj Seva Mandal Tq.Malkapur,Dist. Buldana.**

Job Title : Child Protection Officer or project officer Project Name-Child Rights For Change

Funded by Save the children Pune

Working Area- : Malkapur,Motala,Nandura,Jalgaon (ja.) (114-Villages)

**Duration : 1st April 2011 to 30th June 2013**

* **Responsibilities –**
* Counseling of Children’s for their educational and personality development.
* Problem solving skill
* Arrange community meeting
* Arrange health program in society
* To give motivation of the child, adolescent girl, women and parents to care his health
* To ensure all define work in define time & in define budget
* Planning of the project
* Effective monitoring of the project
* Team formation, Team building, Team development
* Human resource management
* **Organizing the activity**
* To develop creativity in project for target group
* To coordination local Govt. & Non Govt. bodies,
* To develop system of Administration
* Coordination between Ngo & Society, Sponsor, Individual donor, corporate donors.
* Assessment, follow up, review& Evaluation of the project
* Preparing project reports & PowerPoint presentation CD.
* Conducting workshop & Seminars
* Conducting research work & analysis of research & Report on final conclusion of the research
* Conducting capacity building training.
* Preparation monthly, quarterly, yearly reports.
* Case studies & Counseling regarding the case.
* Life skill and vocational training for adolescent girl
* Training for Team capacity building on different issue.
* Work with Govt. Body
* Project Sharing Meeting with DWCD (District Women and Child Development Officer)
* Orientation of CWC (Child Welfare Committee) & Govt. labor officer
* Police Training on Child abuse and exploitation
* Networking with Media and Communication on Child issue.

**3) NGO : Population Services International, (A leading Social Marketing Organization)**

Job Title : Interpersonal communicator, Pune Aavan project- NACO DELHI

Working Area – Pune City Urban

**Duration : 16th Sep 2006 to 31st March 2011**

**Work Description**

* **Identify the congregation points of clients of sex workers for organizing communication activities, co-ordinate with partner NGOs for collecting the information**
* **Effectively conduct 1 to 1 to group sessions at the hot-spots with the target group at the most optimum times**
* **Liaison with Franchise and sales team for information regarding the field hotspots, NGOs and also for reporting**
* **Coordinate with NGOs and their outreach workers / peer workers attend their staff meetings and also organize joint field visit with them on a regular basis**
* **Orient the client of commercial sex workers and if needed and asked their partners about STIs relationship between STIs and HIV, Key clinics, referral system to the Key clinics etc.**

* **Managing the day-to-day work of Inter personal Communicator.**
* **Motivates and facilitates the member for the expected outcome through regular meetings to discuss problems encountered, best practices and sharing lessons learned in fieldwork.**
* **Assists Inter personal Communicator in planning visits and setting work objectives, performance improvement plans.**
* **Provides guidance our team member to inter personal Communicator in designing and implementing activities in their respective districts.**
* **Ensures that all trainings and refresher trainings among public and private health care providers are planned and effectively implemented.**
* **Prepares, analyzes, and approves all expense budgets for detailers in her/his region.**
* **Ensures timely submission of qualitative and quantitative reports by self.**

**Successful implementation of all Condom promotion & Family planning activities**

* **An achievement of condom & IUCD (Intra Uterine Contraceptive Devices) communication targets of Pune & Satara district.**
* **To increase the condom & IUCD demand in target population.**
* **Advocacy with partner NGOs and local stack holder for condom promotion.**

**Training and monitoring the team’s .creativity and innovations in the team**

* **Conduct thematic & regular field as well as class room training for condom promotion activities.**
* **Development of training curriculum for condom activities.**
* **Introduction of new games .and crowd pulling ideas for condom activities.**
* **Design new condom broacher...**
* **Planning and implement special event.**

**Monitoring and documentation**

* **Monitors all activities of major towns.**
* **Documentation of all activity. Timely documentation of NGO partnering reports.**

**Research related**

* **Plan and conduct on ground research activities individually also with the help of team members.**
* **Conduct out put tracking surveys (OTS) and Behavior change impact surveys (BCIS).**
* **Prepare questioner of focus group discussion & in-depth interview.**
* **Conduct pre test & post test of activities. Also gave training of these activities to team members.**
* **Successfully compile all research data, analyze it & prepare presentation.**

**ACHIEVEMENTS**

* **Escorting targets of team members improved from 10% to 90% owing to periodic feedback for improving communication skills.**
* **Number of leaves taken by employees reduced over a period of time owing to improved dedication.**

**Team Management**

* **Give direction to the IPCs if they divert from the theme**
* **Evaluate the delivery of the message by IPC on the field**
* **Providing training on Communication skills**

**Red Ribbon Express:-**

* **Strategic planning of RRE railway platform activity, route plan of buses in coordination with MSACS & Neharu Yuva Kendra Sang than.**
* **Plan & implement NACO bus activity in 4 districts of Maharashtra.**
* **Coordinate with RRE CEO for better implementation of activity.**

Computer Skills:

* MS -OFFICE,MS-CIT AND INTERNET SURFING

Educational Details

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| **S.NO.** | **EXAMINATION**  **PASSED** | **COLLEGE/**  **UNIVERSITY** | **SUBJECTS** | **% OF**  **MARKS** | **YEAR OF PASSING** |
| **1.** | Master Of Social Work | Nagpur University | Social Work, sociology, Psychology, S. Research, Field Work | 58.00 | 2005 |
| **2.** | Bachelor Of Social Work | Nagpur University | Social Work, sociology, Psychology, S. Research, Field Work, Economics. | 51.00 | 2002 |
| **3.** | H. S. S. C. | MS Board, Pune. | Account, Secretarial Practice, Economic, O.C. | 67.00 | 1998 |
| **4.** | S. S. C. | MS Board, Pune | English, Marathi, Hindi, Mathematics, S. Sciences, Science | 54.53 | 1996 |

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# Date of Birth :23 /07/1980

* Language Known : Marathi, Hindi, and English
* Nationality : Indian
* Marital Status : Married
* Hobbies : Driving, Gardening, and Traveling.

References :- 1) Navnath sarvade - 8308641569

**DECLARATION**: -

I do hereby declare that the facts stated above are true and correct to the best of my knowledge and ability.

**Amol Jambhole**