

RAHUL KUJUR

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ABOUT ME

As an experienced rural management professional with over two years of experience working for an NGO, my passion lies in empowering underprivileged communities through skills and livelihood training. I am currently seeking challenging job roles in the social sector that offer opportunities to leverage my expertise to create a positive impact. My extensive knowledge of rural contexts and communities, combined with my training in project management, risk management, make me an ideal candidate for organizations looking to make a significant impact in the social sector. I am deeply committed to effecting positive change in the lives of those in need and welcome the opportunity to contribute my skills and experience to a mission-driven organization.

PROFESSIONAL EXPERIENCE

PROJECT COORDINATOR

Support Hazaribagh

Oct 2022 - Present

Jal Jeevan Mission

- ✓ Block-level task managed for Jal Jeevan Mission, Churchu, Hazaribagh, Jharkhand.
 - Conducted a baseline survey to analyze the feasibility of building water conservation and collection facilities in villages.
 - Conducted capacity-building and training meetings among the village-level water committee.
 - Prepared module for capacity building among the water committee.
 - Educating people about Jal Jeevan Mission to initiate discussions and promote social change.
 - Took an active role in preparing the Village Water Security Plan, providing detailed instructions and responding appropriately and effectively to questions and concerns.
- ✓ The ensured meeting and training meet a high quality by the project/program guidelines for long-term sustainability.
- ✓ Managed a block-level team of 2 members.

- ✓ Documented progress and MIS maintained administered by the Drinking Water and Sanitation Department, Hazaribagh Division.
- ✓ Coordination with the District Program Management Unit Hazaribagh to directly implement the project in the villages.

Training Imparted

1. Training provided on the importance of sanitation and hygiene for health and well-being. This includes training on the construction and maintenance of toilets and hand washing facilities.
2. Training provided on how to operate and maintain various water supply systems, including hand pumps, tube wells, and piped water supply systems.
3. Training provided on how to test water quality and how to treat water to ensure that it is safe for drinking.
4. Training provided on how to conserve and manage water resources at the community level. This includes rainwater harvesting, groundwater recharge, and watershed management.

PROJECT MANAGER

N M Sadguru Water and
Development Foundation

Sept 2021 – Sept 2022

Atal Bhujal Yojana

- ✓ Block-level task managed for Atal Bhujal Yojana, Deodar, Banaskantha, Gujarat.
 - Conducted a baseline survey to analyze the feasibility of building water conservation and collection facilities in villages.
 - Conducted capacity-building and training meetings among the village-level water committee.
 - Prepared module for capacity building among the water committee.
 - Educating people about Atal Bhujal Yojana to initiate discussions and promote social change.
 - Took an active role in preparing the Village Water Security Plan, providing detailed instructions and responding appropriately and effectively to questions and concerns.
- ✓ The ensured meeting and training meet a high quality by the project/program guidelines for long-term sustainability.
- ✓ Block-level financial management.

- ✓ Managed a block-level team of 5 members.
- ✓ Documented progress and MIS maintained administered by the Jal Shakti Ministry, Department of Water Resources.
- ✓ Coordination with the Palanpur District Program Management Unit and the State Program Management Unit (GWRDC Gandhinagar) to directly implement the project in the villages.
- ✓ Processed monthly pays slips and managed other project-related activities and office expenses.

Training Imparted

1. Training provided to enhance the skills of community and Panchayat level institutions to manage groundwater resources sustainably. The training was focused on creating awareness about the importance of groundwater management, monitoring of groundwater resources, and preparation of groundwater management plans.
2. Training provided to the farmers with knowledge and skills on sustainable use of groundwater management practices. The training covered on the topics such as efficient irrigation practices, crop water requirement, soil moisture conservation, and the use of water-efficient technologies.
3. Training provided to women to enhance the skills of women in sustainable groundwater management practices and promote their participation in decision-making related to groundwater management.
4. Training provided to the local government representatives, such as Panchayat members and district officials, who are responsible for the management of groundwater resources in their respective areas. The training aims to enhance their skills in groundwater management, including the preparation and implementation of groundwater management plans, monitoring of groundwater resources, and community mobilization.

PROGRAM MANAGER

N M Sadguru Water and
Development Foundation

Sep 2020 – Sep 2021

EMPOWERMENT OF TRIBAL AND RURAL COMMUNITIES WITH NATURAL RESOURCES RESTORATION AND AGRICULTURE DEVELOPMENT

- ✓ Responsible for the daily administrative process and providing general secretarial support to HOD to enable the smooth and efficient functioning of the department.
- ✓ Planned and ensure that resources are appropriately allocated across projects to maximize efficiency.
- ✓ Drafted project proposal, progress report, impact report, training module and case studies.
- ✓ Coordinated with block level and field level staff for the regular status update.
- ✓ Ensured timely delivery of project deliverables.
- ✓ Prepared monthly pay slips and managed other activities related to the project and office expenses.
- ✓ Liaised with the organization's finance department and provide all relevant reports and documents related to the project and department.

Training Imparted

- ✓ Conduct training programs on various topics, including crop production, livestock management, and value addition of agricultural produce.

ACADEMIC QUALIFICATION

Degree	Board / University	Year
PGDM (Rural Management)	XISS Ranchi	2018-20
B.B.A	RANCHI UNIVERSITY	2013-16
Intermediate	JAC	2013
Matric	CBSE	2011

INTERNSHIP

Summer Intern

Indian Social Institute, New Delhi

Apr 2019 – June 2019

Project Brief:

- The sampling of three districts of Chhattisgarh (**Kabirdham, Rajnandgaon, Sukma**) was done.
- An interview schedule was used to collect quantitative data, and Case Study and FGD were used to collect qualitative data.

Objective:

- Assess the extent of the benefits provided within the tribal sub-plan in Kabirdham, Rajnandgaon and Sukma districts of Chhattisgarh.

Key Learning

- Learned to use different tools of Social Research.
- Learned about **Tribal Sub-Plan** and its strategy for tribal development.

SKILLS

* QGIS * MS-Excel * MS-Word * MS-PowerPoint * Project Management * Data analysis
* Teamwork

ADDITIONAL INFORMATION

- Language: English, Hindi
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