**CHHAVI RAJ VERMA**

6-B, small scale Ind. area

Chhawani Ramchandra pura ,

Kota (Raj.) Pin-324007

Contact: +91 9079200919 [chavirajverma7334@gmail.com](mailto:saurabhsharma486@gmail.com)

**DEVELOPMENT SECTOR PROFESSIONAL**

Seeking an opportunity for professional challenge and growth to support and enhance co-operative objectives of the organization.

**SAHAJ E VILLAGE LIMITED**

**(SEPT. 2018 TO PRESENT)**

Designation – **Assistant Manager**

Location**- Jaipur Rajasthan**

Program- **DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA (DDU – GKY)**

**Work profile** -

* Maintain biometric attendance and generate the attendance report through online.
* Creating batch, Handling MIS & Generating RMS Code, Mapping, Unmapping.
* Maintain infrastructures, classrooms, Domain-Lab, IT-Lab Maintain Trainers Schedules, documentations, Standard Formats as per guideline(SOP-1 &Sop-2) given by RSLDC
* Develop work plan for implementation of Social mobilization component for the center.
* Maintain Students Placement Tracking sheet & Bank Account details as per guideline(SOP-1 &Sop-2) given by RSLDC
* Responsible for providing need based Technical Assistance to students
* Ensure that Students, Ensure reporting of the Social mobilization & Staff adheres to the guidelines prescribed by RSLDC..
* Liaising with Local Representative like- MP, MLA, Zila Pramukh, Block Pradhan, Sarpanch, RSLDC GM, Manger and Zonal Head etc.
* Ensure Program Implementation in Effective manner in Targeted Area .
* Manage Center building , boys and girls hostel building

**SHRUSHTI, Udaipur**

**(SEPT. 2016 to SEPT. 2018)**

Designation – **District Project Coordinator**

Location- **Sirohi (Rajasthan**)

Program- Project **Skills development** of **Adarsh Charitable foundation (Adarsh Cooperative society).**

**Work profile** –

* Liaising with all Govt. Department related Rural & urban Areas .
* Conduct Training Program for youth in Rural & urban Areas .
* Build Capacity of Staff
* Planning, Managing & Implementing Program related activities with Project team
* Coordinating all trainings/workshop at the project.
* Point person for all types of documentation at the district level
* Maintain rapport with local Rural units and facilitate access to services
* Ensure establishment of systems for program management, information flow and monitoring and supervision.
* Develop work plan for implementation of Social mobilization component for the center.
* Meet new corporate Generate link for under training students placements.
* Liaising with Govt Official’s like Deputy Director(ICDS), CDPO, District Collector.CMHO Etc.
* Liaising with Local Representative like- MP, MLA, Zila Pramukh, Block Pradhan, Sarpanch etc.
* Ensure Program Implementation in Effective manner in Targeted Area .
* Daily Reporting to The Program Coordinator(Adarsh Charitable foundation)
* Extending support in planning the Entire Year with onsite support to AWW,AWH & ASHA.
* Organized Regular community Meeting At block level and ensure the District Administration Participation in meeting.

**INOVISSION LIMITED**

**(Nov. 2015 to Sept 2016)**

Designation – **Center Manager cum MIS Head**

Location**- Kota Rajasthan**

Program- **PRADHAN MANTRI KAUSHAL VIKAS YOJANA (PMKVY)**

**Work profile** -

* Generating RMS Code, Mapping, Unmapping.
* Maintain biometric attendance and generate the attendance report through online.
* Creating batch & Handling MIS .
* Maintain infrastructures, classrooms, Domain-Lab, IT-Lab as per guideline(SOP-1 &Sop-2) given by NSDC
* Maintain Trainers Schedules, documentations, Standard Formats as per guideline(SOP-1 &Sop-2) given by NSDC
* Develop work plan for implementation of Social mobilization component for the center.
* Maintain Students Placement Tracking sheet & Bank Account details as per guideline(SOP-1 &Sop-2) given by NSDC
* Responsible for providing need based Technical Assistance to students
* Ensure that Students & Staff adheres to the guidelines prescribed by NSDC.
* Ensure reporting of the Social mobilization.

**PREMIER SHIELD PVT.LTD**.

**(JAN. 2015 to Aug.2015)**

Designation- **MIS Head**

Location**- Kota**

Program- **DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA (DDU – GKY)**

**Work profile-**

* Generating RMS Code, Mapping, Unmapping.
* Maintain biometric attendance and generate the attendance report through online.
* Creating batch & Handling MIS .
* Maintain infrastructures, classrooms, Domain-Lab, IT-Lab as per guideline(SOP-1 &Sop-2) given by RSLDC.
* Maintain Trainers Schedules, documentations, Standard Formats as per guideline(SOP-1 &Sop-2) given by RSLDC.
* organize the motivational & creative session for students.
* monitor the activities conducting in center & communicate with parent teachers

**SKYLARK PVT.LTD.**

**(June 2014 to Dec 2014)**

Designation- **PLACEMENT COORDINATOR CUM HOSPITALITY TRAINER**

Location**- KOTA**

Program**- DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA (DDU – GKY)**

**Work profile-**

* Maintain Trainers schedules, documentations , standard formats as par guide lines (SOP-1 & SOP-2) given by RSLDC.
* Maintain students Placements tracking sheet & bank account details as par guidelines given by RSLDC.
* Meet new corporate Generate link for under training students placements.

**NAVBHARAT FOUNDATION**

**(APRIL. 2013 to MAY.2014)**

Designation- **ASSISTANTPROGRAM MANAGER**

Location**- Baran**

Program- **Integrated School Development program(ISDP)**

**Work profile-**

* Responsible for conducting baseline survey.
* Responsible for making new project for organization.
* Responsible for proper implementation of project.
* Responsible for keeping all records & documentation of project.
* Responsible prepare and analyze the weekly progress report of students
* organize the subject training programs for teachers.
* organize the motivational & creative session for students.
* monitor the activities conducting in schools & communicate with parent teachers

Experienced as **Auditor and Assessor** of **PRADHAN MANTRI KAUSHAL VIKAS YOJANA** (**PMKVY)** in Telecom Sector, Agriculture, Logistics, IT-Sector & Retail Management.

**PROFESSIONAL QUALIFICATION & ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **BORAD**  **/UNIVERSITY** | **SPECIALIZATION** | **PASSING YEAR** |
| M.Com | University of Kota | ACCOUNT & FINANCE | 2015 |
| B.Com | University of Kota | COMMERCE | 2013 |
| 12th | RBSC | COMMERCE | 2010 |
| 10th | RBSC |  | 2008 |

**KEY SKILLS**

* Sustainable development
* Rural development
* Administration
* CSR
* Social project implementation
* Sustainable Environment
* Master Trainer For Pre School Education
* Master Trainer For IYCF & Growth Monitoring
* Skill Development
* Relationship management

**COMPUTER SKILLS**

Windows 98, XP, 2007, MS-Office, MS-DOS, Digital electronics, Internet, BASIC hardware operations, Tally Professional Accounting, DTP, Photo Shop.

**PERSONAL DETAILS**

**Father’s name :- Shri Chandra Shekhar Verma**

**Mother’s name :- Smt. Savitri Devi**

**Gender :- Male**

**Marital status :-Single**

**Language :- Hindi, English, rajasthani**

**Interest :- Travelling, Music**

**Nationality :- INDIAN**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I will do my duties to the best of my ability.

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(CHHAVI RAJ VERMA)