



SINGH, SANJAY

CSR, ESG & HR Admin.

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Upcoming Books

- 1.ESG-Basic understanding on ESG for non-listed companies in Bharat
- 2.A Key of all Hidden Doors (Unrealizing Power of Communication for Success)

Summary:

I am an accomplished professional with a track record of over 19 years in the field of Corporate Social Responsibility, ESG, SDGs, Eco-Tourism, Social and Entrepreneurship Development. My expertise lies in project management, tendering & budgeting, development of EoI, project design, formulation & implementation, knowledge management, data management, analysis & presentation, gender and diversity management, monitoring & evaluation, Training and Development, Employees Engagement & Communications, Due Diligence, Impact & Assessment, Capacity Building as well as Networking and Information Management.

I have extensive experience working with Corporates CSR, Government, National & International Organization and Local Authorities, and Bureaucrats like; Japan International Cooperation Agency (JICA), World Bank, DFID (UK), OPMAC (Japan), OXFAM, Tetra-Tech ES India Pvt. Ltd., N.R. Management Consultant India Pvt. Ltd., UP Forest Department, Haryana Forest Department, UP Tourism Department, UP Jal Nigam, Department of Urban Development Agency (DUDA), Turtle Survival Alliance (TSA), Women and Child Development Department UP, Ministry of Youth Affairs & Sports GoI, National River Conservation Directorate (MoEF), Ministry of Jal shakti GoI (Namami Gange), , All India Radio, Atlas Cycles (Haryana) Ltd., Throughout my career, I have demonstrated a strong commitment to empowering communities and fostering sustainable development. My ability to effectively collaborate with diverse stakeholders and to develop and implement innovative solutions has been instrumental in achieving impactful results.

Skills

- Developing and implementing CSR strategies
- Tendering & Budgeting
- End-to-end New CSR Projects/Programs
- Due Diligence of NGOs
- Managing CSR programs
- Conduct CSR reporting
- End-to-end Managing CSR budgets
- CSR Compliance/audit
- Conducting risk assessments
- Collaborating with cross-functional teams
- Developing CSR partnerships
- Providing training and guidance
- Employees/Volunteer Engagement
- Engaging with stakeholders
- Staying up-to-date on CSR trends
- Consultation and Strategy Development
- Monitoring and Evaluation
- Project Proposal Making and Evaluation
- Impact and Assessment of CSR Projects
- Content Writing and Social Media Handling

2024

PMU-Mazars Advisory LLP

(World's top 8 Consulting Firm)

2019

Knorr-Bremse India Pvt. Ltd.

(German Based Automobile Manufacturing MNC)

2018

UP Tourism

(World Bank Funded)

2017

National Rural Livelihood Mission

2015

National Urban Livelihood Mission

2013

Dept. of Women and Child Development

2010

PMC- NR Management Consultant India Pvt. Ltd (JICA Funded)

2006

UP Jal Nigam (JICA Funded)

2005

Dept. of International Development (DFID)

Employment Details: Full Time

Mazars Advisory LLP

March 2024 to Jan.2025

Sr. Consultant (In Project Management Unit)

Chandigarh (Haryana) INDIA

Job Descriptions:

As the State Team Leader in the Project Management Unit (PMU) established by Mazars Advisory LLP for the Haryana Panchayat Sanrakshak Scheme, my roles and responsibilities include:

- **Project Leadership:**
 - Provide strategic leadership and direction to the PMU team for successful implementation of the Haryana Panchayat Sanrakshak Scheme.
 - Develop and communicate the project vision, objectives, and key performance indicators to the team members.
- **Stakeholder Management:**
 - Act as the primary liaison between the Government of Haryana, Mazars Advisory LLP, and other stakeholders involved in the project.
 - Cultivate and maintain strong relationships with key stakeholders including government officials, community leaders, and project beneficiaries.
- **Team Management:**
 - Recruit, train, and manage a multidisciplinary team of professionals to support various aspects of the project.
 - Provide guidance, mentorship, and performance feedback to team members to ensure high-quality project delivery.
- **Project Planning and Execution:**
 - Develop detailed project plans, timelines, and budgets in collaboration with the project team and relevant stakeholders.
 - Monitor project progress against established milestones and deliverables, and take corrective actions as necessary to ensure timely completion.
- **Risk Management:**
 - Identify potential risks and issues that may impact project delivery and develop mitigation strategies to address them.
 - Regularly assess and update risk registers to proactively manage project risks throughout the implementation phase.
- **Quality Assurance:**
 - Establish and enforce quality standards and best practices for project implementation, monitoring, and evaluation.
 - Conduct regular reviews and evaluations to ensure that project activities meet established quality benchmarks and compliance requirements.
- **Reporting and Documentation:**
 - Prepare comprehensive progress reports, financial statements, and other project documentation for submission to relevant stakeholders.
 - Ensure timely and accurate reporting of project activities, outcomes, and expenditures as per the requirements of the Government of Haryana and Mazars Advisory LLP.
- **Capacity Building and Knowledge Sharing:**
 - Facilitate knowledge sharing and capacity building initiatives to enhance the skills and expertise of project staff, government officials, and community members.
 - Organize workshops, training sessions, and other learning events to promote best practices and lessons learned from the project.
- **Monitoring and Evaluation:**
 - Design and implement robust monitoring and evaluation mechanisms to track the progress and impact of the Haryana Panchayat Sanrakshak Scheme.
 - Collect, analyze, and interpret data to assess the effectiveness of project interventions and inform decision-making processes.
- **Compliance and Governance:**
 - Ensure compliance with relevant laws, regulations, and contractual agreements governing the implementation of the project.
 - Uphold principles of transparency, accountability, and ethical conduct in all project activities and interactions.

Knorr-Bremse India Pvt. Ltd.

Oct. 2019 to Nov.23

CSR Consultant (Lead CSR)

Palwal (Haryana) INDIA

Job Descriptions:

| HR Responsibilities | CSR Responsibilities |
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| <p>Training initiatives: Organized various training programs related to Health Safety and wellbeing, general awareness, workplace safety, AIDS awareness, cyber security, road safety, health talks etc.</p> <p>Event Management and Employee Welfare Activities</p> <ul style="list-style-type: none"> • Organizing Events, Parties, Birthday, get together, Holi, Diwali, Republic Day, Independence Day, Christmas Day, Conference. • To coordinate for the purchase and distribution of gifts on festivals for Employees, and contractual employees. • Proper arrangement of facilities i.e. tenting, parking, catering, as required for various official events <p>Employee Engagement & Communication:</p> <ul style="list-style-type: none"> • Organizing Employees Birthday parties, Picnic, Culture Programs, welfare parties, Motivational activities, Awards & Rewards program, Issuance of certificates to boost employee morale. | <p>Developing and implementing CSR strategies: Responsible for creating and implementing a CSR strategy that aligns with the company's business objectives, values, and culture.</p> <p>Tendering & Budgeting: Pre-planning of tentative budget and get approval from the HOD, release the Expression of Interest (EoI) on Social Media/News Papers, open the bids on scheduled time in the presence of Steering Committee, invite vendor for negotiation and prepared the Agreement.</p> <p>New Projects/Programs: Identification of new partners in line with the CSR policy of the company. Creating presentation and other material to secure approval from CSR Committee of the Board. Documentation including MoU development and execution and monitoring of the program.</p> <p>Due Diligence: To conduct due diligence of NGOs and ensure that NGOs resources are being used effectively and that we are supporting organizations that align with our values and objectives like: vision and mission of NGOs, transparency and accountability,</p> |

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| <ul style="list-style-type: none"> Conducting employee's survey to measure the level of employee satisfaction & Facilitate Rewards and Recognition Programmes. To support Employee counselling, employee advocacy, employee grievances, discipline, absence control. <p>Grievances Handling: Establish grievance handling policy, reporting and register of grievance, initial assessment of grievances, maintaining a register, investigation and resolution, communication and feedback, confidentiality and privacy, employees' feedback & satisfaction, Case study and best practices etc</p> <p>Canteen Management: Check the inventories of consumable and non-consumable items, prepare monthly menu items and take approval from the management, maintain the buffer stock of consumable items on regular basis, signing and renewal of AMC, check the quality of items before serving to the employees, arrange the color coding as per shifting capacities of the area, conduct audit quarterly basis as per FSSAI standards of stock area, develop and maintain the SoP of the canteen, review the grievances regarding food quality and review the feedback register, regular paste control and maintenance of canteen furniture.</p> <p>Work Wear Management: Issued the work wear (shop floor employees dress) for the new joiners from buffer stock and conduct sizing activities for the same, repair and maintenance of employee's dress lockers on regularly, check and deposit work wear during employee's leaving, ensure that the shop floor employees wearing the neat and clean dress during the working hours, facilitates the training program for new joiners about the work wear process (Lindstrom India Pvt. Ltd.) and system, submit bills and invoice.</p> <p>Management of safety Shoe: Procurement of Safety shoe with the guidance of EHS expert for white and blue collars, issued the safety shoe of all new joiners and visitors when they are moving on shop floor, management of stock, timebound procurement, distribution, check the shop floor employees on regular basis that they are wearing the safety shoe or in the right manner, we deals with high quality brands like; Liberty, Bata, Rahmaan Group, Perfs etc.</p> <p>Volunteer Engagement: Creating comprehensive volunteer engagement programs with existing partners and/or with new partners exclusively identified for volunteering purposes. Coordinate with critical stakeholders for planning various in-house stall sale events, create a yearly calendar of events and publish the same.</p> | <p>governance and leadership, track record and impact, partnership and collaborations, financial stability, and legal compliances.</p> <p>Managing CSR programs: Oversees the implementation of CSR programs, including philanthropic initiatives, volunteerism, community outreach, and sustainability efforts.</p> <p>Conducting CSR reporting and monitoring: Responsible for monitoring the impact of CSR programs and reporting on key performance indicators to senior management and stakeholders. Periodic visits to CSR partner geographies. Will entail travel to difficult and rural geographies. Working with CSR partners for development of presentations for the CSR Committee of the Board. Development of content for Annual Reports and maintaining documentation as per documentation and audit requirements.</p> <p>Managing CSR budgets: Responsible for managing the budget allocated for CSR programs and ensuring that the company's funds are used effectively and efficiently.</p> <p>CSR Compliance/audit: Ensuring accurate creation of necessary financial documents for fund management and compliance with audit requirements. Ensuring quarterly reportage on CSR fund utilization and coordinating and ensuring yearly programmatic/financial audits are carried out.</p> <p>Conducting risk assessments: Responsible for conducting risk assessments to identify potential risks associated with the company's CSR programs, such as reputational risks, legal risks, or ethical risks.</p> <p>Collaborating with cross-functional teams: Collaborates with other departments, such as legal, HR, and marketing, to ensure that CSR programs align with the company's overall business objectives.</p> <p>Developing partnerships: To develops partnerships with NGOs, governments, and other organizations to create shared value and drive positive social impact.</p> <p>Providing training and guidance: To provides training and guidance to employees on CSR policies, procedures, and initiatives.</p> <p>Engaging with stakeholders: Responsible for building and maintaining relationships with key stakeholders, including employees, customers, investors, and community members.</p> <p>Communication: Creating internal and external communication as per the requirement for various CSR projects.</p> <p>Staying up-to-date on CSR trends: The CSR Manager keeps up-to-date on CSR trends, regulations, and best practices and incorporates these into the company's CSR strategy.</p> |
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| Adarsh Seva Samiti Livelihood cum Gender Specialist UP Pro-Poor Tourism Development Project | June 2018 to Sep.2019 Agra (Uttar Pradesh) INDIA Funded by World Bank, U.S. |
| District Mission Management Unit District Resource Person-Livelihood National Rural Livelihood Mission | July 2017 to April 2018 Agra (Uttar Pradesh) INDIA Under Government of U.P. |
| Dehati Gramothan Vikas Samiti Project Manager National Urban Livelihood Mission | April 2015 to March 2018 Agra and Mathura (U.P.) INDIA Government of U.P. |
| Shade India Society State Coordinator (M&E) Supplementary Nutrition Programme | Aug. 2013 to Jan. 2015 10 Districts (Saharanpur, Muzaffar Nagar, Moradabad, Sambal, Agra, Bahraich, Shravasti, Balrampur, Gonda, Gorakhpur), U.P. INDIA Government of Uttar Pradesh |
| NR Management Consultant India Pvt. Ltd. Project Management Consultant (EOC) Uttar Pradesh Participatory Forest Management and Poverty Alleviation Project | March 2010 to July 2013 Bahraich, Shravasti and Balrampur (U.P.) INDIA Funded by Japan International Cooperation Agency (JICA), Japan |

Ek Qadam Welfare Society

| Designation | Period of Employment/Location |
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| Programme Officer Pollution Prevention & Revival of Mansi Ganga Lake Under National Lake Conservation Plan, Gol | Sep. 2008 to Dec. 2009 Goverdhan, Mathura (U.P.) INDIA |
| Project Coordinator Yamuna Action Plan- IIInd Funded by Japan International Cooperation Agency (JICA), Japan | Nov. 2006 to Nov.2008 Mathura (U.P.) INDIA |
| Project Coordinator Poorest Area Civil Society (PACS) Funded by Department for International Development (DFID), U.K. | Aug. 2005 to Aug.2006 Jalaun (U.P.) INDIA |

Short Terms Assignments (Freelance)

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| Ess Three Consulting CSR/ESG Specialist (Freelance) | Dec. 2023 to 28 Feb. 2024 Palwal (Haryana) INDIA |
| Tetra Tech ES (I) Pvt. Ltd. <i>External Post Evaluator</i> National Mission for Clean Ganga (Namami Gange) | Oct.2022 to Sep.2023 Ministry of Jal Shakti, Gol Funded by Japan International Cooperation Agency (JICA) Varanasi, Uttar Pradesh |
| Tetra Tech ES (I) Pvt. Ltd. <i>External Post Evaluator</i> Uttar Pradesh Participatory Forest Management and Poverty Alleviation Project | Jan.20 to Sep.2021 Department of Forest, Uttar Pradesh State Funded by Japan International Cooperation Agency (JICA) |
| Turtle Survival Alliance (TSA) <i>Outreach and Livelihood Expert</i> Gharial Conservation Programme | Sep.2017 to Dec.2017 Chambal Wildlife Sanctuary (U.P./M.P.) INDIA |
| Tetra Tech ES (I) Pvt. Ltd. <i>External Post Evaluator</i> Haryana Natural Resource Management and Poverty Reduction Project | 12-19 Dec. 2016 Department of Forest, Haryana State Funded by Japan International Cooperation Agency (JICA) |

Major Milestone/Achievements:

- Successfully disbursed and running more than **INR.42 CR CSR projects**.
- Registered more than 500 street vendors and facilitates for income enhancement.
- Develop Micro Income Plan of seven project affected farmers and vendors in World Bank funded project.
- Covered more than 600 households for individual Toilets in World Bank funded project.
- Successfully conducted 10 high quality livelihood training programme and motivated for home kitchen garden to SHGs members under National Rural Livelihood Mission.
- Establish more than 300 SHGs and linkages with bank, conduct training and capacity building programs under National Urban Livelihood Mission.
- Establishment of 10 high quality Steam Kitchen and run successfully Hot Cooked Yajna at 10 Districts Aganwadi Kendra, no complain raised by the executing department during my tenure.
- Overall Liaoning and Coordination with 04 Divisional Management Unit, 17 Field Management Unit for technical assistance of the Project Implementation on behalf of Project Management Consultant under UPPFMPAP.
- Monitoring & Evaluation of 15 Partner NGOs and provide technical assistance of 165 project area villages in three Districts at Indo-Nepal borders under UP Forestry Project.
- Successfully manage/coordinate 6225 Gram Panchayat, 143 Block and 22 Districts in the Haryana Panchayat Department and coordinate 6225 Class-1 officers during the my tenure in Haryana State along with the 165 team members.

Internship:

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| Atlas Cycles (Haryana) Limited <i>Management Trainee</i> | May 2005 to Aug. 2005 Gwalior (Madhya Pradesh) India |
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Roles & Responsibility: Sources of labor supply, recruitment, selection, recording, filing, maintenance of attendance, Induction Programme for employees to get familiar with chances in organization, Welfare amenities inside the canteen, restroom, bathroom, drinking water, Participating in the settlement of Grievances and Disputes, ESI, PF. etc.

Professional Qualifications:

| Degree/Diploma Certificate | Year | College/Institute | Board/University /Institution | Subjects |
|-----------------------------------|------|-----------------------------------|------------------------------------|--|
| Certificate Course in ESG | 2023 | Corporate Finance Institute | Corporate Finance Institute | Environmental, Social & Governance |
| M.S.W. (Master of Social Work) | 2005 | Institute of Social Science, Agra | Dr. B.R. Ambedkar University, Agra | Industrial Relations and Personal Management |

Academic Qualifications:

| Degree/Diploma Certificate | Year | College/Institute | Board/University /Institution | Subjects |
|---------------------------------|------|----------------------------------|------------------------------------|--|
| Graduation (B.A.) | 2002 | St. John's College, Agra | Dr. B.R. Ambedkar University, Agra | History, Psychology, Economics, G. English |
| Intermediate | 1999 | Government Inter College, Etah | U. P. Board, Allahabad | G. Hindi, English, Mathematics, Physics, Chemistry |
| Diploma in Computer Application | 1999 | Nice Computer Centre, Agra | Nice Computer Centre, Agra | MS Word, MS Excel PowerPoint, Internet |
| High School | 1996 | Gram Vikas U. M. Vidhalaya, Agra | U. P. Board, Allahabad | Hindi, English, Mathematics Science, Social Science, Biology |

YOURS,

**SANJAY SINGH**