



Gayatri Kumari

Block Project Manager

My Contact

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☎ 7544978079

📍 Daltonganj, Palamu, Jharkhand

Hard Skill

- Process development and implementation
- Data mining and analysis
- Workflow planning
- Managing multi project at a time
- Presentation and Reporting

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- Birsa Agricultural University, Ranchi
MBA in Agribusiness
Completed in 2018
- Nilamber Pitamber University, Palamu
B.Sc. in Biotechnology
Completed in 2016

Achievements

- NABARD, Ranchi
Certificate- Study on Impact of LEDP on sustainable Livelihood in Jharkhand
Completed in 2018
- Reliance Retail, Ranchi
Certificate- Study on supply chain management of reliance Retail at Ranchi DC
Completed in 2017

About Me

Dedicated professional and detail-oriented manager with 03 years of experience with proven performance in management, leadership and communication. . Eager to apply in a competent organization to maximization skills in monitoring, maintaining, and completing client satisfaction.

Professional Experience

Bihar Rural Livelihood Promotional Society, Katihar

Block project Manager (June 2019- Present)

Key responsibilities:

- Analyze and implement the project at ground level.
- Manage inter project dependencies and risks to create successful outcomes.
- Recommend improvements in the projects for better implementation.
- Review and assess incoming projects and determining content support.
- Work with key stakeholders to develop clear understanding of project need.
- Prepare reports and presentations to communicate project status to stakeholders.

Baylen de louis, Ranchi

Assistant HR (Aug 2018 - May 2019)

Key responsibilities:

- Record data of each employees, including weekly earnings, absences, amount of sales, and supervise reports of performance.
- Obtained and verified information used to screen and evaluated applicants.
- Selected applicants were called and refer to hiring personnel.
- Prepared set up for new employee orientation.

Reference

- District Project Manager (Katihar) - RK Nikhil
Contact no- 9709964737
- HR (Baylen de Louis, Ranchi)- Ms Shama Praveen
Contact-7677722225