

CURRICULUM-VITAE

Mrs. SANDHYARANEE MAJHI

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Contact number: 7093959337



OBJECTIVE:

To work in an environment where performance is awarded with new responsibilities and challenges, prove myself to be an asset to the organization and the team by making maximum use of the recourse available.

PROFESSIONAL SUMMARY:

A result oriented professional with more than Ten years of working experience in Development & Corporate sector, especially in Livelihood project management. Started career from an NGO called PREPARE Child fund- 3900, (IRRDRS), Rayagada, Odisha in a very remote tribal areas and subsequently gained experience in Government & Corporate sector. The job profile includes Project Management, Human Resource Management, Documentation, Coordination with line department, Office Administration, Training & report writing. Working expriences in **NGO, Govt. & Corporate sector**.

EDUCATIONAL QUALIFICATIONS:

- Completed **POST GRADUATION** in Accounts in the year 2014 under Berhampur University, Berhampur, Odisha.
- Completed **Graduation** (1st class with Distinction) in the year 2012 from **Rayagada Autonomous College**, Rayagada, under Berhampur University, Berhampur, Odisha.
- Completed **+2 Commerce** in the year 2009 from **Lakshmipat Singhania Higher Secondary School**, Jaykay Pur, Rayagada, Under Council of Higher Secondary Education (**CHSE**), Bhubaneswar, Odisha.
- Completed **Matriculation** in the year 2007 from **Gopalbadi High School**, under Board of Secondary Education (**BSE**), Cuttack, Odisha.

COMPUTER KNOWLEDGE:

- PGDCA with Internet. (From ISO 9001-2000 certified center registered by Govt. of India)
- Tally ERP 9.0.(From ISO 9001-2000 certified center registered by Govt. of India)

WORKING EXPERIENCE and Major Responsibilities:

1. **Designation:** Subject Matter Expert (Micro Planner and Livelihood Expert)

Period from: 01.07.2017 to till date (Continuing)

Organization: Planning and Convergence Department, Govt. of Odisha, BBSR

Working Location: District Planning and Monitoring Unit, (Analytical Support Cell). Jharsuguda, Odisha,

Role and Responsibilities:

The analytical Support Cell shall be responsible for providing high end analytical and conceptual support to the District Planning Committee (DPC) and other two cells of the DPMU as Planning and Statistics. The cell shall be under the direct control of the District Collector.

- Collecting, analysing, updating and maintaining appropriate data base to meet the requirements of district level, block level and ram panchayat level planning.
- Preparing district development profiles and district atlas and different periods and making inventories of resources available in the different development sectors including land, water, minerals, forest , skilled and un skilled man power and other resources.
- Assisting GPs, PS, Zilla Parishads and Urban local bodies in preparing and consolidating their plans.
- Studying intra district and intra block disparities in terms of key social, economic and human development indicators.
- Keeping an inventory of voluntary organisations and or resources institutions working in the districts.
- Preparation of Annual Plan following the guidelines of the Planning Commission, Ministry of Panchayati Raj and the State Government issues from time to time.
- Extending secretarial support to District Planning Commission and undertaking follow up action on the recommendation / decision of DPC from time to time.

- Undertaking monitoring and evaluation of various development programmes of different departments.
- Assessing infrastructure gaps, preparing shelf of projects and developing detailed project reports for the identified infrastructure projects.
- Dealing with the Govt. schemes like MPLADS, MLALADS, CGF, SDP, SPF, WODC, DMF etc.
- Undertaking such other assignments as may be entrusted to the DPMU or the concerned cell or the concerned official of any cell by the Collector/ Planning & Convergence Department from time to time.

2. **Designation:** Claims Associate under National Account Project, Wave 12.

Working software Applications: UNET and COMET

Period from: 17.07.2015 to 19.06.2017

Organization: United Health Group (OPTUM Global Solutions Private Ltd.)

Working Location: Software Unit Layout, Hi-Tech City, Building No-14,
Madhapur , Hyderabad, Telangana- 500081.

Role and Responsibilities:

Processing Global Health care claims under National Accounts Process.

3. **Designation:** Livelihood Support Team (Monitoring and Evaluation)

Period from: 10.09.2014 to 30.04.2015

Organization: IWMP (Integrated Watershed Management Project) implemented by Odisha Watershed Development Mission (OWDM).

Working Location: PD, Watershed Office, IWMP –II, Rayagada District.

Role and Responsibilities:

- Overall coordination and facilitation in monitoring implementation of IWMP watershed projects in the Cluster/ Projects.
- Work closely with WC/WMT/APDs/PIAs/ Technical Experts (Watershed), Technical Experts at SLNA and other officers of OWDM for effective delivery of IWMP.
- Coordinate with the watershed committee/ WMT/ LST/ CBT/ PIA to ensure timely collection, processing, compilation and analysis of information, data and reports on all watershed development projects in the district.
- Ensure that processed and analysed information is transmitted to PD Watersheds, OWDM and GOI both online and offline.

- Facilitate preparation of PPR/ DPR/ Annual Action Plans and Capacity building plans.
- Facilitate sensitization of primary and secondary stakeholders on different guidelines.
- Provide and facilitate hand holding support to WC/ WMTs/ PIAs for the effective reporting on the implementation of the IWMP watershed projects.
- Prepare and timely submission of MPR, QPR, APRs, Case Studies and Technical reports along with other reports as and when required in due consultation with PIA.
- Monitor the progress of various thematic areas relating to both natural resources management and livelihood interventions and produce analytical reports.
- Coordinate and facilitate in conducting various independent evaluations, thematic studies, reviews and appraisals of various watershed programmes and projects.
- Ensure regular updating of web based online IWMP MIS on monthly basis, both for the District and PIA level after verification and validation of data in consultation with PD, Watershed.
- Monitoring and reporting of outcome and impact indicators of the IWMP watershed.
- Maintain books of accounts, registers and other records at PIA level.
- Verify and provide hand holding support for updating books of accounts, registers and other records at Watershed Committee level.
- Any other project related works assigned by the PD, Watershed/ Director, OWDM cum CEO, SLNA from time to time.

4. **Designation: Community Mobiliser**

Period from: 01.03.2013 to 05.09.2014

Organization: PREPARE Child Fund 3900, Rayagada (NGO)

Working Location: Amalabhata, JK Pur, Rayagada, Odisha.

Role and Responsibilities:

- Working with SHG Group members and Krushak Mahasangh.
- Assist to the Govt. officials at Anganwadi Centers in immunization and VHND etc.
- Preparation of Monthly Action Plan and Monthly Reports.
- Preparation of Case Studies and Success Stories.

- Assist to the Accountant and dealing with financial related transactions related to the Child Fund project.

5. **Designation:** Assistant to Programme Administrator.

Period from: 01.09.2012 to 28.02.2013

Organization: IRRDRS, PREPARE NGO, Rayagada

Working Location: Amalabhata, JK Pur, Rayagada, Odisha.

Role and Responsibilities:

- Assist to Programme Analyst in administrative works and Govt. Projects like NRHM Programmes, ANM Trainings and Anganwadi workers training etc.
- Maintenance of Asset and Stock registers, Vehicle Log Registers, Attendance register and Biometric Fingerprint Attendance system, Employees personal files, dealing with guest and hospitality of the officials etc.

MAJOR WORKSHOPS AND TRAININGS PARTICIPATED (State Level):

Sl. No.	Name of the Training	Period of the Training	Name of the organizer
1	Training –cum- Orientation Programme for Experts in Analytical Cell of DPMUs	March 20-24, 2018	State Institute for Rural Development & Panchayati Raj (SIRD & PR) in coordination with PHDMA, Bhubaneswar
2	Training on Food & Nutrition Security Database Management & Analysis using Dev. Info.	August 06-08, 2018	State Institute for Rural Development & Panchayati Raj (SIRD & PR), Bhubaneswar
3	Social Development Indicators, Monitoring & Evaluation and Result Based Management	January 28-30, 2019	Xavier Institute of Management Bhubaneswar (XIMB) in collaboration with UNICEF & PHDMA, Bhubaneswar
4	Sustainable Development Goals: Implementation and Monitoring.	February 24-26, 2020	Regional Institute of Planning, Applied Economics & Statistics Odisha, Bhubaneswar (RIPAES).
5	Implementation of the 2030 Agenda for Sustainable Development in Odisha.	Nov. 22-23, 2022.	Planning and Convergence Department, Govt. of Odisha, BBSR organized at Zilla Parishad, Jharsuguda with Coordination of DPMU, Jharsuguda.

6	Localization & Orientation on SDG (Sustainable Development Goal)".	February 09-10, 2023	Regional Institute of Planning, Applied Economics & Statistics Odisha, Bhubaneswar (RIPAES).
7	Training on Trainers (ToT) on Theme 3 & 9 of LSDG "Child and women Friendly Gram Panchayat"	Sept. 01-02, 2023	State Institute for Rural Development & Panchayati Raj (SIRD & PR), Bhubaneswar.

REPORTS, CASE STUDIES AND SUCCESS STORIES PREPARED:

Following reports are prepared and submitted to the Planning and Convergence Department, Government of Odisha, Bhubaneswar:

1. Case Study on Bharati Producer Group, S. Pandikimal, Kolabira Block, Jharsuguda District, Odisha.
2. Report on Input Assistance to SHG for Pisciculture in GP Tanks, Laikera Block, Jharsuguda District, Odisha.
3. Success Story on Ornamental Fish Cluster, Jharsuguda Block, Jharsuguda District, Odisha.
4. Report on Sustainable Banana Cultivation that creating Livelihood opportunities in Jharsuguda District of Odisha.
5. Analytical report on Mobile Veterinary Units, Jharsuguda District, Odisha.
6. Case Study on Dharitry SHG Group, Malimunda, Jharsuguda Municipality, Jharsuguda District, Odisha.
7. Success Story on Horticulture Plantation under MGNREGS, Jharsuguda District, Odisha.
8. Report on Craft Village Programme (CVP) under Handloom, Textile and Handicrafts Department, Jharsuguda, Odisha.
9. Report on Month long Campaign on Elimination of Child Labour, Jharsuguda District, Odisha.

PERSONAL PROFILE:

Date of Birth : 18th July 1991
Husband's Name : Sri Md S S S Zafar
Nationality : Indian
Gender : Female
Marital Status : Married
Permanent Address : At-Narsinghpur, Po-Pipili,
P.S- : Pipili,
Dist- :Puri , Pin-752104
State- :Odisha
Language Known : English, Hindi, Odiya and Telugu
(Read, write and speak)

DECLARATION

I do here by declare that all the above information are true and correct to the best of my knowledge and belief.

Place: Jharsuguda
Date: 01.10.2023



Signature of candidate