

**NAME**-NAMRATA SRIVASTAVA

**ADDRESS**-S-30/130K4A3NEPALIBAGH SHIVPUR  
VARANASI-220013

**MOBILE NUMBER**-8418889604

**EMAIL ID**-Manali.namo21@gmail.com

**\*\*Profile:\*\***

I am an individual with a positive mindset, goal-oriented, and the ability to work at all levels of an organization. I work with a sense of ownership, putting in maximum effort to deliver beyond expectations. I possess excellent communication, interpersonal, liaison, and problem-solving skills, thriving in a multicultural environment.

**\*\*Work Experience:\*\***

**\*\*Program Manager (Finance)\*\*(Management Trainee)**

CASHPOR MICRO CREDIT (Head Office), August 2016 – June- 2023(Campus Selection)

- Successfully managed budgeting and execution of programs.
- Developed comprehensive business plans and funding proposals.
- Led a team of 100+ staff members and provided effective training.
- Established strong institutional relationships and ensured fund utilization.
- Regularly reported to the CEO and Board of Directors, achieving targets and financial goals.
- Liaising with vendors regarding the timely procurement of stationary passbooks and all the requirements that need to be fulfilled at the branch and Head Office levels.
- Record keeping of all the payments to be made at Head Office
- Expert in Excel and tally and MS- office
- Liaising with the purchase committee team for conducting purchasing any item valued more than Rs-25000/-
- Supervising programs from beginning to end and ensuring that programs are completed within time & budgetary constraints.
- Determining the scheduling of different phases of a program based on established deadlines.
- Coordinating with the internal cross-functional departments/offices for the smooth execution of day-to-day operations.
- Well-versed in Office data tools like Excel, PowerPoint, etc.
- Ensuring timely reporting of activity-wise progress to seniors
- Keeping track of implementation and monitoring scheduled activities of the program under the Admin department
- Fund utilization head wise of the project as per disbursed/given
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project.
- Communicate with funders as outlined in funding agreements.

- Ensure that all financial records for the project are up to date.
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.

### **\*\*Training Head\*\***

NAVODIT Micro Finance (Head Office), June [2023] - Present

- Spearheading HR and training functions, focusing on talent development.
- Ensuring timely training for team members and continuous improvement.
- Coordinating with government departments and overseeing project execution.
- Supervising team performance, cost control, and quality enhancement.
- Contributed to business development and built agency linkages.

### **\*\*Education:\*\***

- Master of Business Administration (MBA), Banaras Hindu University, 2016, 80%
- Bachelor of Commerce, Sunbeam College, Varanasi, 2014, 58%
- Intermediate, CBSE Board, Sunbeam Schools Varuna, Varanasi, 2011, 70%

### **\*\*Computer Proficiency:\*\***

Microsoft Word, Microsoft Excel, CCC & Tally.

## **\*\*Awards and Achievements:\*\***

- Group Discussion Competition Winner, Sunbeam College, Varanasi.  
Awarded as an all-rounder employee of the Company.
- Sports Captain, Sunbeam College, Varanasi, representing various sports programs.
- Participated in All India Inter-University level.
- Appreciated as an all-rounder staff in the company.

## **\*\*References:\*\***

**1. Giriraj Singh, General Manager - Head of Health Department,  
CASHPOR Micro Credit**

**Email: headhealth@cashpor.in | Phone: 6387629405**

**2. Sarvesh Rai, Head - Education Department, CASHPOR Micro Credit,  
Varanasi, India**

## **\*\*Personal Details:\*\***

- **Father's Name: Mr. Vinay Kumar Srivastava**
- **Mother's Name: Mrs. Meena Srivastava**
- **Gender: Female**
- **State of Domicile: Uttar Pradesh**
- **Mother Tongue: Hindi**
- **Date of Birth: 18/03/1994**
- **Languages Known: Hindi, English**
- **Permanent Address: S-30/130 K4 A3, Nepalibagh, Shivpur, Varanasi**

## **\*\*Management Internship Segment:\*\***

- Organization: Bank Of Baroda
- Project Title: Non-Performing Assets (Loan)
- Duration: 15th June 2015 to 30th July 2015 (6 weeks)
- Location: DLW, Varanasi

I hereby declare that the above-written particulars are true to the best of my knowledge and belief.

Namrata Srivastava  
Varanasi