

ruchi rai

Admin manager

To obtain a position that will enable me to use my strong organisational skills and ability to work well with people



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WORK EXPERIENCE

Admin manager Jan Jagaran Sansthan

04/2011 – 07/2013

Jan Jagaran Sansthan (JJS), was initiated in the year 1980 as a local non-governmental organization to strengthen women and child protection by adopting strong values implementation science in Bihar. In few years it had increased its reach to Jharkhand, Haryana, Chhattisgarh and New Delhi to focus development of primarily dalits, minorities and tribal populations. At present, the organization is also playing pivotal roles in stopping trafficking women and children in the borders of Nepal and Bangladesh.

Achievements/Tasks

- writing concept notes and project proposals for foreign funders, trusts/foundations of industries and CSR sector
- Project management, monitoring, planning & evaluation and documentation of each projects including progress reports
- Visit intervention area to review and validate activity reports through first hand Interaction with the members of the community
- Develop annual budgets for the projects for the purpose of effecting the annual project modifications.
- Performing Impact Assessment of each project and Looking after HR related issues of the organization

Contact: Anshuman Rai – 8722722010

EDUCATION

Post Graduation Chandragupt Institute of Management Patna

05/2009 – 04/2011

Courses

- PGDM in HR and Marketing

Graduation B.N. College Patna

05/2006 – 05/2009

Courses

- B.A. in Economics

SKILLS

Well versed with MS Windows, MS-Office, e-mailing and web browsing

Quick learner, innovative and multi tasking.

Goal oriented, Adaptable & Flexible

PERSONAL PROJECTS

Fighting dispossession for vulnerable women of East Champaran

Imparting Primary Education to slum's non-school going children from Municipal Corporation, Patna of Patna Urban

mainstreaming the vulnerable youths with skill building initiative

ACHIEVEMENTS

successfully completed my all projects

LANGUAGES

English, Hindi

Full Professional Proficiency

INTERESTS

Online surfing

reading books

writing

making videos