

Curriculum Vitae



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To Whom It May Concern

Respectfully Saying; I am writing to apply for any expected opening in your reputed organisation. I have more than 5 years of experience Managing projects, teams & my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

In my role as Project Manager Gramonnati, I proved to be an efficient, enthusiastic & strong Leader. My value quickly became apparent to Gramonnati stakeholders after I single handily trained & prepared the whole Gramonnati team J&K Chapter (Rajouri, Poonch & Nowshera) your esteemed Organization would benefit from my skills in the following areas:

- ✓ Eye for excellence & high level of standards
- ✓ Strong work ethic & leadership skills
- ✓ Positive attitude even under pressure

I believe your Organization will continue its good work for many years to come & my extensive expertise will help ensure your establishment succeeds well into the future. My time spent in this field has prepared me for such an opportunity & I sincerely hope I can contribute soon as a member of your team.

Thank you for your time & I'm looking forward to hearing from you.

Career Objective:

I am looking to secure a challenging position in a reputable organization (pan India) to expand my learning, knowledge, and skills. Place where I could secure a responsible career opportunity to fully utilize my training ABL (Activity Based Learning) experiences, while making a significant contribution to the success of the Organization. I would like to make use of my interpersonal skills to achieve goals of an Organization that focuses on people's satisfaction. Place where my full potential shall be explored and where I shall get ample scope to grow. I believe in hard work and dedication towards my work and loyalty towards Organization.

I want to be a part of fast paced and cultured place where I shall get an opportunity to explore myself and put my knowledge to the best.

Educational Background

1	MA Mass Communication	Aligarh Muslim University	65.5%
2	B.A.	Kashmir University	59.5%
3	Senior Secondary	J and K Board	48.6%
4	secondary	J and K Board	59.5%
5	Certificate Course in Embracing Change	HARAPPA (Online Course)	75%

Professional Experience:

Project Manager with Gramonnnati Trust from July 01, 2019 till now

Role & Responsibilities:

1. Managing & Implementing Vidya Jyoti program in twenty selected schools in rural areas of Jammu & Kashmir.
2. Coordinating the digital classes in the rural classrooms
3. Implementing innovative ways for enriching the quality Education.
4. Conducting Career Counselling, Career Awareness & Life Skill programs for the students.
5. Implementing **Didi- Padhav** Project in the remote areas of Rajouri, Poonch & Nowshera
6. Conducting Teacher-Learning-Gap trainings in the adopted schools of Rajouri & Poonch districts of Jammu & Kashmir

Worked with Chinar International Foundation from 1st February 2018 to June 30, 2019

Role & Responsibilities

- Project/District Coordinator Quality Education.
- Baselineing of students to check their reading and writing competencies.
- Implemented ABL Methodology (Activity Based Learning) in Chinar adopted schools.
- Assisted with scheduling and planning meetings and project activities of Chinar adopted schools with Govt.
- Responsible for effective curriculum delivery, learning outcomes.

- Key role in the development of a positive work environment – one that is innovative and responsive to student needs.
- Monitored administrative projects (related to our intervention)
- Evaluated the existing curriculum at a school, and tried to develop innovative solutions to improve student learning outcomes
- Coordinated between CEO-ZEO-DIET Office-DRGs-Teachers, relating innovations in education system to attain Quality Education goals
- Conducted teacher trainings in the beginning of academic session every year on Learning Levels
- Monitored Chinar Adopted schools (20 Schools) in District Kulgam Jammu & Kashmir India.
- Content review (English, Math & Urdu)
- Managed/Monitored CM Super 50.

Achievements:

I conducted Community Mobilization event at Cluster Malwan, Zone Kulgam. It covered six Schools & one High School of mentioned Cluster. It was the biggest & first of its kind event in whole Malwan belt and over five hundred community members (Mosque Imams, Parents, Educated Youth, Panch, Sarpanchs etc.) participated in the event. It successfully addressed the problem of inadequate community participation in education system.

Worked with Pratham Educational Foundation (February 01, 2016 to January 31, 2018)

- Joined the organisation as DRL (District Resource Leader)
- Complete involvement in Community teaching & learning process.
- Single handily conducted many teacher trainings across the valley of Jammu & Kashmir.
- Conducted trainings outside valley like Himachal Pradesh, Punjab etc.
- Monitoring of Govt. schools of Kashmir division
- Involved in Community Mobilization Events & Learning Centres.
- Monitored Pratham Libraries across valley.
- Content review & preparation (English, Urdu & Math)
- Left the organisation as Senior Resource leader English/national Trainer.

Event Organiser HUMANITY FIRST (2012 to 2018)

- Worked as Unpaid Volunteer
- Organised free coaching classes for 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th during 2016 unrest in J&K.
- Relief distribution in many parts of Kulgam during unrest
- Organized free medical camps (Organizer) in flood hit areas of Kulgam, Srinagar, Zangulpura and Dewsar
- Organized Blood donation camps (Organizer) at Yaripora, Kanipora, SKIMS etc

Worked with IBM Daksh Business Process Pt. Lmt. (Now Concentrix)

- From June 16, 2010 to January 09, 2012)
- US CITI Bank student Loans (First party Collections)
- Voice Process (both Inbound & Outbound); it was a Complete Banking Process.

Role & Responsibilities

- Calling the Customers who were late in making their payments or had defaulted in their payment schedule.
- Treating & greeting them with respect, dignity, courtesy and fairness in debt collection efforts.
- To answer Customer's queries regarding their loans & payments/due dates in full. They were provided with information requested, given assistance and attempt to resolve the issues within the permitted parameters if any.
- To motivate Customers to make their delinquent payments before providing them deferment options in case of hardships.
- To explain to Customer, the consequences of not making payments & its impact on their:
 - a. Credit history
 - b. Possible inclusion in negative list of Master Card
 - c. Possible legal action and its impact
 - d. Cost of defending legal action, if such action is contemplated.

- Taking Payments from Customers over the phone through both credit cards & Cheques
- Resolving delinquent loans at or ahead of target goals.
- To provide Deferment or forbearances options in case of Disability or hardship.
- To resolve Due date change requests
- Accurate online documentation of all account activities & updating other details on Customer's request.

Achievements:

- Won the “Exceed Expectations” for consecutive three months (Appreciation letter)
- Won Dollar chase for the month of December 2011
- Started getting full incentives right after hitting the floor

SBI Life (Financial Advisor)

Role & Responsibilities

- Conducting lectures at different headquarters regarding SBI Life Saving/Term Insurance Products
- To advise clients on investments, taxes, insurance, Health/Family cover, retirement Plans etc.
- Cross Selling Products along with its numerous banking product packages such as personal Loans etc.
- Answering Client questions about financial plans & strategies and giving financial advises
- Managing and updating client portfolios
- Contacting Clients regularly to discover changes in their Financial Status

Personal Details:

Name	Permanent Address			
Father's Name	Late Mohammad Yaqoob Lone			
Mother's Name	Haneefa Begum			
DOB	March, 18 1986			
Languages Known	English	Hindi	Urdu	Kashmiri
Hobbies	Reading Newspapers, watching Cricket			
Gender	Male			
Nationality	Indian			
Permanent Address	Nasirabad Kulgam Kashmir India, Pin: 192231			

I hereby declare that all the information furnished above is true.

Date: September 21, 2020

Place: - Kulgam Kashmir India

