

CURRICULUM - VITAE



Pooran Singh

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About Me

To seek opportunity' and challenges for contribution in growth and development to your esteemed organization / NGO with my knowledge and efforts in excellent working environment for enhancing my skills.

As NGO Executive & Administrative

- Optimistic, Hard Working, Willing to Learn & Flexible to do work in any situation with your NGO
- Being a smart worker can handle challenges and solving out the problems and perform the Duties ethically & efficiently with result oriented.
- A proactive planner with experience in collecting resources for conducting events / camps / departmental meetings & other programme.
- An effective communicator with well relationship management skills with the NGO donor agency and individuals.
- To be associated with progressive organization which can be provide me with a dynamic work sphere to extract my inherent skill as a professional, use and develop my aptitude to further the organisation's objective.

Education

Post Graduate Diploma in Corporate Pursuing

Social Responsibility (PGDCSR)

Indira Gandhi National Open University (IGNOU)
New Delhi

Masters of Social Works (MSW) Final Year

Indira Gandhi National Open University (IGNOU)
New Delhi

Graduation (Distance) July 2015

Bachelor of Arts
University of Delhi

Senior Secondary Examination (10+2) July 2010

Sarvodya Bal Vidhyalaya
Mehrouli, New Delhi



Professional Qualifications and Affiliations

- **1 Year Diploma in Vocational Course in Secretarial Practice, Typewriting (Eng.) and Stenography (Eng.)** from November 2010 to November 2011 from National Institute of Open Schooling (NIOS) through Paryas Juvenile and Centre, Tuglakabad, New Delhi - 110062
- **3 Months Certificate Programme** (Internship) on **“Search Engine Optimizations”** (SEO) in Jan 2013 to March 2013 by Theme Portal (Software Development Company) at Indira Enclave, Neb Sarai, New Delhi – 110030.
- **6 Months Course** on **“Computer Hardware”** in 2012 from R.S.D Computer Center {REGD}, Sangam Vihar, New Delhi - 110080.
- **6 Months Course** on **“Desk Top Publishing”** (DTP) in 2011 from R.S.D Computer Center {REGD}, Sangam Vihar, New Delhi - 110080.
- **6 Months Course** on **“Professional Basic Computer Application and Programme”** in 2010 from R.S.D Computer Center {REGD}, Sangam Vihar, New Delhi - 110080.



Training / Workshop

- **5 Days MDP** (Management Development Program) on **“Online Marketing”** from 6th to 10th February 2023 at MSME Development and facilitation Office, Okhla, New Delhi. Brief overview on Digital Marketing, Branding, Content writing, web designing, SEO, SMO etc. etc.
- **1 Day Workshop** on **“How to Raise Funds for NGOs”** on 18.05.2019 at India Care Foundation, Sant Nagar, New Delhi
- **2 Days Workshop** on **“Digital Marketing”** on 6th - 7th October 2018 from Laureates Academy, NOIDA (UP)
- **5 Days “Training Programme on Fund Raising”** from 12th to 16th December 2017 from Vishwa Yuvak Kendra, Chanakyapuri, New Delhi -110021



Skills

Fund Raising
Online / Offline

CSR Proposal Preparation

Project Proposal / Budget
Preparation

Management Crowd
Funding Portals for the
noble cause (+10)

Apply NGO certifications
like UN Certification, 80G,
12A, PAN, Niti Aayog

Registration of Darpan,
MSME, Social Stock
Exchange for NGO

Designing Visiting Card,
Banner Leaflet &
Barouchers for NGO

Manage National / International Conference for the specific Cause	Donor Relationship Management & its record maintained	Social Media Marketing / Search Engine Optimization
Liaisoning & Networking	Email, Facebook & WhatsApp Marketing	Creating the database of the prospective donors / clients
Correspondence with the Ministries (State / Central)	Maintained documentation and filing system for organization	Maintaining the website of the organization.
Drafted MOM / Quarterly and Annual reports		FCRA all compliances



Work Experience

December 2014 – Current

NGO Management Executive / Coordinator

Hope Ek A.S.H.A.

Greater Kailash - II, New Delhi

Hope Ek A.S.H.A. is a registered NGO dedicated to Care of Senior Citizens suffering from Alzheimer Disease and their caregivers Since 2001 and I have worked in there as a NGO Admin / Coordinator with the followings job profile.

- Maintained daily data base
- Donors record & correspondence
- Coordinating the NGOs activities
- Creating data report, table & PPT
- CSR Proposals and Co-ordinations
- Backup all computer data monthly
- Handle all office correspondences
- Maintained telephonic daily query on Elder Care issue and arrange a schedule meetings.
- Registration for National / International Conferences for the noble cause of NGO.
- Worked on Fund Raising online crowd funding portals like Milaap, LetzChange, Global Giving, Impact Guru, Crowdera and many more.
- Filling the FCRA Compliances on quarterly basis.
- Manage Google Grant
- Visit to the office of Delhi / Central Govt. ministers
- Coordinating with Foundations for Grant
- Application for Social Stock Exchange for NPO
- CRM ZOHO
- SMO / Web Promotion
- Apply different awards for NGOs (Online / offline)
- Apply Delhi / Central Govt. Grant applications forms
- Updating database of NGOs Program / Camps / Event
- Follow-ups to past donors for regular donations
- Attend meetings / workshops on behalf of NGO
- Creating Email / WhatsApp Marketing
- Data maintained and filling system continuously

July 2014 – December 2014

Computer Operator

SRL Diagnostics

Greater Kailash – II, New Delhi

Worked as a Computer Operator in Life Care Clinic (Pathology Department) with the following job profile.

- Data Entry for daily basis patients record
- Filling bills and vouchers
- Maintained daily telephonic calls and arrange visit accordingly

January 2013 – February 2014

SEO Executive

Theme Portal (Software Development Company)

Neb Sarai, New Delhi

Worked as a SEO Executive with the following job profile.

Search Engine Optimization for a specific website and showed in a Google page on one rank.

Design banner for a website and post in a different portals.

Used & make a strategy for a particular website on showing at first page on search engine optimization.

Using many technology like Wordpress, Dream viewer, Photoshop, Coral draw, Link collider etc..

January 2012 – July 2014

Computer Teacher (Part Time)

R.S.D Computer Center {REGD},

Branch Neb Sarai, New Delhi

Worked as a Teacher (Basic Computer) with the following job profile.

Basic Training Programme on Computer Applications (Theory & Practical).

Training on Internet Surfing and Hardware & Software use in Computer Field.



Computer Proficiency

- Operating System 2003 / 2007 / 2010 / 2011
- MS Office 2003 / 2007 / 2010 / / 2015 / 2019
- Coral Draw 19.0
- Search Engine Optimization (SEO)
- Social Media Marketing (SMO)
- Computer Hardware & troubleshooting
- PDF Editing / Video Editing and Canva designs



Languages

- Hindi
- English
- Punjabi



Salary Expected

Current CTC : 3.86 Lac annually (In hand)

Expected CTC : 5.00 Lac Annually



Personal Interests

- Reading knowledgeable books
- Net Suffering / Online Work
- Playing Carrom Board
- Listening Music



Personal Details

Father's Name :	Shri Than Singh	Marital Status :	Marriage
Birthday :	October 10, 1992	Nationality :	Indian
Gender :	Male	Driving License No. :	0320120371028 [DELHI]

Declaration

I, Pooran Singh, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

(POORAN SINGH)

New Delhi
30.06.2024