

Birajaprasad Singh

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CAREER SUMMARY:

Looking for position to excel and reach heights in development sector and to be at the most valued service to human kind with the best possible personal efforts without affecting the common objective and core values of the organisation.

KEY SKILLS & CORE FOCUS:

Development Management Professional with 3 year of working experience in Non-Profit sector mainly in the fields of **Microfinance, Livelihood Promotion and Natural resource Management.**

- **Project management:** Working experience in project planning, implementation, appraisals and monitoring of development projects in the field of microfinance , natural resource management and livelihoods of DHAN Foundation

EDUCATION:

TATA- DHAN ACADEMY, MADURAI (TAMIL NADU, INDIA)

Post Graduate Diploma in Development Management (July 2012- March 2014)

Uttkal University, Bhubaneswar

MA In Philosophy (2009-2011)

N.C Autonomous College, Jaipur

BA In Philosophy (2005-2008)

WORK EXPERIENCE:

June 19, 2014 – January 30 2015

DHAN Foundation, Balasore

PROJECT EXECUTIVE

DHAN Foundation is a leading professional development organization working through development themes such as Microfinance, Conservation of water bodies, Health, Education, Local Governance, ICT for poor, etc. covering 14 lakhs families in 13 states of India. www.dhan.org

I was looking after one location in Balasore region as well as coordination the whole district as regional in charge. The following are the role and responsibility.

Role: Block In charge**Responsibilities:****Project Management:**

- Promoting women SHGs to cover maximum number of poorest of the poor family.
- To promote a sustainable women SHG Federation
- To develop and design income generating activities at SHGs cluster level

Resource Mobilization

- Promoted 75 Village institution
- Mobilizing Saving amount of Rs 2 lacs SHG Federation members.
- Mobilizing around 900 families involved in community banking programme (SHGs) in one location.

Role: Regional Incharge**Responsibility****Project Management:**

- Initiated an **reduce the resilience of coastal community by enhancing costal livelihoods project** with Costal Conservation programme budgeted Rs 18 cror for next five year which is supported by Axis bank Foundation.
- Developing expansion projects and concept notes on costal conservation and livelihood promotion.
- Assuring participation and involvement of District Government as an integral part of the project implementation.
- Preparing and reviewing project implementation plans and strategies.
- Holding monthly review meetings with community mobilizers and block incharge Devising alternative strategies, crisis management, and team planning.
- Coordinating over-all activities related to organizing of community for a cause.
- Preparing plans and checklists for streamlined institutional event.
- Financial reporting to programme office regularly.
- Maintaining personnel record.
- Placing staff in appropriate place
- Conduction appraisal of Associate

Networking and Liaison:

- Liaison with mainstream institutions i.e. Banks, NABARD, IRRI, ILRI, CIMMYT CSISA, NGOs, local government and Local Panchayat,
- Developing relations with news correspondents.

Documentation, Reporting and Media:

- Documenting workshops, roundtable meetings and public forums.
- Inception report for expansion of the programme.
- Preparing progress reports for internal and external use.
- Taking and writing meeting minutes.
- Preparing books of accounts for SHGs in odia Language

Trainings Arranged and Conducted

- One days MWTP (Movement worker Training Programme) conducted in 10 location
- Guiding six Tata-Dhan academy students on various projects (sixty days each).
- A series of community leaders and mobilizer training programme conducted at Balasore region.
- One day training programme for 22 staff on Disaster risk reduction at Balasore region office.
- Preparation of training material in Odia Language

Events Management:

- Coordinate 10 Workshop on post-harvest management with collaboration of CISSA project.
- Organizing workshops for Community mobilizes.
- Coordinating monthly Regional Team meeting
- Conduction Cluster interaction meeting in locations.

M&E and reporting:

- Monitoring and managing 10 locations and 10 professional and 15 accountant.
- Preparing systematic and analytical narrative reports for Central office.
- Keeping a rigorous and systematic monitoring and review of project activities and field staff.
- Developing effective tools for monitoring and evaluation of the project in line with the implementation strategies applied.

Financial Functions:

- Preparing budgets for project and as budget holder, monitoring and managing all budgetary matters including proper and transparent utilization of the allotted budget.
- Reviewing financial reporting with the Finance section on budgets and activities of the project.
- Ensure the accuracy and timeliness of financial reports prepared by the Finance section.
- Reviewing monthly MIS of Location.

(February 1, 2015 to till)

**DHAN Foundation MP and UP
PROJECT EXECUTIVE**

I was shifted to Dhar district of Madhya Pradesh as regional in charge and Team leader for IWMP Project. The following are my responsibility along with previous responsibility as regional incharge.

- Preparation of strategic plan for Five year in project area
- Finding of site specific activity under project guideline
- Preparation of estimation and implementation EPA and watershed work
- Reporting to government office frequently
- Trained staff on federation and cluster promotion
- Leadership training to community leader
- Liaison with mainstream institutions i.e. Banks, NABARD, local government and Local Panchayat,
- Proposal writing for fund raising
- Preparing BUDGET for location

In charge of FPO in UP

I am supporting Malihabad Mango Farmer Producer Company limited in UP a People institution promoted By DHAN Foundation with Supported by NABARD. The following is my role and responsibility in the FPO. I am giving my support and guidance for Malihabad FPO.

- Preparation of Business plan for the FPO
- Conduction village meeting for Share capital
- Training to BOD for Better implementation of the project
- Registration of FPO
- Registration of Fertilizer shop
- Dealing with legal aspect
- Evaluating progress of FPO every month
- Conducting AGBM
- Creating Awareness to mobilize share capital
- Supporting for Market linkage

Study and Research

A fifteen days study was conducted in Balasore, Puri, Ganjam and Jagatsinghpur four district of Odisha to find best risk coping mechanism for Disaster in special reference to Insurance with support of GIZ, Delhi.

Training

Attended a three days training By BIRD Lucknow on “Advance training programme for producer organisation officials of POPIs”.

Languages and additional skills:

- Proficient in: English, Hindi and Odia (Mother tongue)
- Intermediate in: Bengali and Tamil
- Proficient in: Microsoft Word, Excel, PowerPoint for Windows
- Hobbies: Reading books, Watching news, Swimming, Traveling and Cooking.

PERSONAL INFORMATION:

Date of Birth & Age	1 December 1988/ 29 years	Nationality	Indian
Sex	Male	Marital Status	Unmarried
Father's Name	Nityananda Singh		

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

Place: Bhadrak, India

Birajaprasad Singh