**DEBJANI CHATTERJEE**

**E-Mail Address:** [debjanichttrj@yahoo.co.in](mailto:debjanichttrj@yahoo.co.in) ; [dolonchttrj@gmail.com](mailto:dolonchttrj@gmail.com)

**Contact Number:** +919958004089(M); **Skype:** chttrjdebjani

**Financial Analysis 🟅 Grants Management 🟅 Project Management🟅 Procurement🟅 Budgeting 🟅 Audit Facilitation 🟅 Administrative Work 🟅 Recruitment 🟅 Strategic Planning 🟅 Participatory Monitoring and Evaluation 🟅 Community Mobilization 🟅 Quantitative Analysis 🟅 Qualitative Analysis🟅Professional Case Study writing**

**(EXPERIENCED WITH INDUSTRIES: UN , HEALTH , GOVERNMENT PROJECTS , INGO, INTERNATIONAL RESEARCH INSTITUTE)**

* Performance driven, insightful professional with Master’s in Rural Development and Management and Post Graduate Diploma in Health and Family Welfare Management and with more than 8 years of work experience in different International Research Organizations, UN agencies and Government project.
* Presently working as Finance and Administration Associate in [The Abdul Latif Jameel Poverty Action Lab](http://www.povertyactionlab.org/) (J-PAL) South Asia as key person for Grant Management and Financial Management for World Bank funded CLEAR project for South Asian region.
* Key role in WHO Country Office for India as Administrative Associate, UNICEF and Government of Bihar as Consultant –Decentralised Planning; United Nations Development Program (UNDP), India as District Support Officer (NUNV) and Strengthening Rural Decentralization Program of SRD Cell of West Bengal State Rural Development Agency.
* Key person for Procurement of Goods/Services for WHO Country Office for India-National Polio Surveillance Project and its 275 unite offices and in managing different WHO events in India
* Experienced in case studies with leading organizations including UNDP, UNV, SRD Cell of WBSRDA (an agency of Panchayats & Rural Development Department, Government of West Bengal), ICFAI University and Indian Institute of Technology (Kharagpur) etc.
* Computer cognizant with proficiency in STATA, SPSS, devinfo, Finance Software and presentation software other than MS Office.
* Language cognizant: The Business Language Testing Service (BULATS) for English - Reading and Listening test from British Council cleared (CEF Level: B2); presently pursuing basic French language course from Alliance Francaise.; proficient in Bengali and Hindi.

**PROFESSIONAL EXPERIENCE**

[**The Abdul Latif Jameel Poverty Action Lab**](http://www.povertyactionlab.org/) **(J-PAL) South Asia** since July 2015

**FINANCE & ADMINISTRATION ASSOCIATE**

**Key Responsibilities: Budget Control, Grant Compliance, Audit Support and Managing Sub-Grants and Procurement**

* + Preparing of the Project Budget budget and monitoring the budget for expenses trends and advising the Deputy Director CLEAR in activity planning and rebudgeting.
  + Preparing of Quarterly Budgets for Micro-planning and monthly Budgets for tracking the Cash flow
  + Preparing Activity based Profit and Loss Statements for all CLEAR Activities
  + Reviewing the monthly ledgers for accuracy and segregating project expenses by activity for internal review and Leading the financial reporting to the World Bank.
  + Tracking CLEAR income generating activities and coordinating with different contractors to get CLEAR income on time.
  + Ensuring the supporting documents for every payment are prepared and maintained
  + To work as the one point contact for World Bank for the Operational Matters related to CLEAR Grant.
  + Managing CLEAR Sub-grant to CERP (Sub Grantee from Pakistan) in terms of financial management support and regular coordination.
  + Providing supporting documents during Audit for Audit compliance in terms of direct coordination with the Auditors and IFMR
  + Coordination with the CLEAR sub grantee CERP for on time Audit compliance
  + Providing Logistical support during CLEAR Meetings and trainings
  + Coordinating all procurement for goods and services for CLEAR, ensuring that it is in line with the J-PAL SA and World Bank procurement guidelines and maintaining the related supporting documents
  + Preparing different Contracts under CLEAR and tracking the payments to the contractors which include Consultants and other Organizations.
  + Assisting in CLEAR reporting and compliance activities such as the monitoring tools and compliance tracker

**World Health Organization- National Polio Surveillance Project** March 2011- May 2014

**ADMINISTRATIVE ASSISTANT**

**Key Responsibilities**

* + Support procurement processes for IT goods, Research goods, Medicines, Office Materials etc. for 274 unite offices and for the Country office.
  + Preparing of all documents for Contracts and ensuring that the purchases for the project are based on value for money and competitive bidding principles with transparency and efficiency.
  + Preparation of Purchase orders and contracts and maintenance of the filing system.
  + Providing inputs to the management for Procurement in consultation with the direct supervisor and support to the preparation of procurement plan.
  + Support different events including trainings, workshops organized by WCO-India including preparation of documents, receipt of quotes, analysis of the proposals, their evaluation and selection of venue.
  + Support to three types of insurance policies viz: General Insurance, Cash Insurance and Insurance for Field Volunteers
  + Handling Recruitment process for Medical Professionals
  + Prepare power-point presentations and assist team leader in giving A&F related trainings.

**UNICEF-GOVERNMENT OF BIHAR**  April 2010 – December 2010

**(Under third party contract of IMACS)**

**CONSULTANT – DECENTRALIZED PLANNING**

**Project:** Support Programme for Planning, Monitoring and Evaluation (Government of Bihar- UNICEF)

**Key Responsibilities**

* + Managing preparation of the Decentralized District Plan in Vaishali, Bihar and reporting to the District Planning Committee and assist in preparation of five year perspective plan for the district.
  + Monitoring and Evaluation and Conducting analysis of major National Flagship Programs and budgets tracking
  + Capacity building of PRIs, govt. functionaries at the district and block level in preparation of Annual Work plans and perspective plans of the flagship Programmes
  + Facilitate setting up of systems for monitoring progress of implementation of key government schemes and programs.
  + Facilitate    specific   studies   to   assess   impact   of interventions periodically
  + Ensure   analysis   of   existing   data systems and wide dissemination.
  + Engaged in project activities as per project work plan, financial and physical progress monitoring and reporting in prescribed formats.
  + Undertake periodic field visit to monitor and evaluate programme implementation.
  + Leading a team of 4 assistants in evaluating the interventions, reports/returns, campaigns and media planning.
  + Facilitate documentation
  + Support different events including trainings, workshops.

**UNITED NATIONS DEVELOPMENT PROGRAMME /** June 2009 - March, 2010

**UNITED NATIONS VOLUNTEERS**

**DISTRICT SUPPORT OFFICER**

**Project:** GoI-UN Convergence Programme for Capacity Development for District Planning Project

**Key Responsibilities**

* + Assist in preparation of district plan.
  + Associated with line departments, PRIs, NGOs, community based organizations, women organization and organizations led by marginalized populations.
  + Monitoring and mobilization of the DPC to strengthen the capacity development strategy and curriculum/materials used for PRI’s/line departments on the themes of gender.
  + Integrated planning and resource convergence and liaisoning between GPs and the block office/IP.
  + Engaged in project activities as per project work plan, financial and physical progress monitoring and reporting in prescribed formats.

**SRD CELL of WBSRDA (an agency of Panchayats & Rural Development Department, Government of West Bengal)** September 2008 - May 2009

**ASSISTANT DISTRICT COORDINATOR**

**Project:** Strengthening Rural Decentralization Programme

**Key Responsibilities**

* + Strengthening of Gram Panchayats & Panchayat Samiti in the form of capacity building & training.
  + Giving training to the group of 30-40 participants who joins as newly elected members of Panchayat and official staffs. Also arrange workshops on the updates that have been taken place during the year.
  + Supervising different programs of Government of India & West Bengal including SRD, SAHAY, & BRGF.
  + Leading a team of 4 assistants in evaluating the interventions, reports/returns, campaigns and media planning.
  + Support district level procurement processes and Event Management

**IBS RESEARCH CENTRE**  July 2008 – September 2008

**RESEARCH ASSOCIATE**

* + Developing case studies, case based business solution models, executive reference books from primary and secondary sources, academia and corporate executives.

**EDUCATIONAL & PROFESSIONAL DEVELOPMENT**

**Post Graduate Certificate in Health and Family Welfare Management (PGC)**

National Institute of Health and Family Welfare

Year of Passing: 2012

**Masters’ in Rural Development and Management (MRDM)**

University of Kalyani, West Bengal

Year of Passing: 2008

**Graduation in Science (honours in Botany) – (B Sc.)**

Jogamaya Devi Collage, University of Calcutta

Year of Passing: 2005

**TRAININGS AND OTHER COURSES**

* + Measurement and Survey Design Course by J-PAL SA
  + Several Procurement and Finance training by WHO
  + E-Certification in Decentralized Governance from UNPAN
  + E-Certification in DEVINFO-User
  + Certificate course in International perspective in Participatory Monitoring and Evaluation from PRIA and University of Victoria (Canada)

**COMPUTER SKILLS**

Functional knowledge of **SPSS, EPIINFO , DEVINFO , Procurement package, Finance Package**

**LANGUAGE KNOWN**

FLUENCY IN: BENGALI, HINDI & ENGLISH\*

\***The Business Language Testing Service (BULATS)** for English – Reading and Listening test from British Council cleared (CEF Level: B2)

**MEMBERSHIP/AFFELIATION**

Member of All India Management Association (Membership number: M-201211283)

DATE OF BIRTH: May 21, 1984

TIME REQUIRED IN CASE OF SELECTION: 30 DAYS