

Pramod Verma

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OBJECTIVE: Hardworking and focused professional with a history of making teams work better and faster. Ready to use my strong organization and communication skills to help a successful company grow.

CERTIFICATIONS

Certificate of Best team coordinator award (Reporting work as best team coordinator)	Dec - 2023	
Certificate Course of CII Project, (Digital and financial literacy knowledge to the rural area's people's)	Jan- 2020 - Mar 2020	
Certificate Course in Rcce - Rcce 2 Digital Empowerment Foundation (DEF) <i>months online course with assured certificate)</i>	Aug 2020 - jul 2021	<i>(An 18</i>

EDUCATION

MA, (English)	58% Dec - 2023
Deploma in Elemendry education, Chirayakot ,Mau	91% - jan -2022
BA , Santbula PG college ,Amari,Dullahpur,Ghazipur U.P (Veer Bahadur Singh Purvanchal University Jaunpur U.P)	57% - 2019
12th Maa ,sharda kisaan inter college jalalabad ghazipur U.P	84.4% may 2014
10th Maa ,sharda kisaan inter college jalalabad ghazipur U.P	82 % 29 may 2012

Projects:-

CII Project (DEF)	Jan-2020 to mar 2020
RCCE1_RCCE2 project	jan-2020 - jul -2021
Smartpur Project (Working as junior project officer)	Dec - 2022 to June 2024

Professional skills :Ms excel,Powerpoint,MS office,access office, etc.

Operating Systems: Ubuntu, Windows

Personal skills:-

- Communication Skills
- Leadership Skills
- Organizational Skills
- Documentation and Reporting

- Training and Development Skills

Responsible :-

- **Data Management:** Organizing and analyzing project data using MS Excel.
- **Presentation Creation:** Designing impactful presentations with MS PowerPoint for meetings and reports.
- **Database Management:** Managing and maintaining project-related databases using MS Access.
- **Project Coordination:** Overseeing project activities, timelines, and team coordination.
- **Training and Teaching:** Conducting training sessions and educational programs for staff and beneficiaries.

Volunteer Experience

- **Project officer at DEF** **dec-2022 to jun 2024** As a Project Officer and Team Coordinator at DEF, he managed project timelines and activities, facilitated team meetings, and ensured effective communication among team members. He also monitored project progress and provided regular updates to stakeholders.
- **Teacher at College (S.R.B.CH.INTER COLLEGE)** **jan 2016 to Dec-2019** I teach English, Math, Physics, Science, and Biology at S.R.B.CH. INTER College. I dedicated to helping students excel in a wide range of subjects.

LANGUAGES: English, Hindi, awadhi,Bhojpuri