

An MCA by qualification and well experienced operational head having more than 6 years of experience in educational and skill development industry handling numerous works like **proposal making, public relation, fund raising, business development, real estate dealing for training centre, vendor management, liaisoning, , centre management, classroom management, staff management, assist in recruitment, attendance management etc.** I have great pleasure in offering myself as a candidate in your reputed organization, to co-ordinate and organise various activities, events and programmes in keeping with your noble objective of rendering service to the people & the society.



ACADEMIC CREDENTIALS

Master's in Computer Application (M.C.A.)

Mahatma Gandhi University, Meghalaya;
2014-16 **Percentage: 85.95%**

Bachelor in Information Technology (B.Sc. IT)

Kolhan University, Chaibasa; 2010-13
Percentage: 79.75%

Higher Secondary (I.Sc.)

Jharkhand Academic Council, Ranchi; 2007-09
Percentage: 46.20%

Matriculation

Jharkhand Academic Council, Ranchi; 2007
Percentage: 69.20%

Diploma in System Engineering

Netcom Info-System, Jamshedpur; 2008-10
Percentage: 76.21%

PERSONAL DETAILS

Date of Birth: 15-Apr-1991

Gender: Male

Marital Status: Unmarried

Language Known: Bengali, English and Hindi

Permanent Address: Flat No. 303, Neha Apartment, Near Baliguma Gurudwara, Jamshedpur, Jharkhand - 831018

Communication Address: Street No. 8A, Ashok Nagar, Near Dwarka College, Kankarbagh, Patna, Bihar – 800020

Current CTC: 3.83 Lakhs P.A.

Notice Period: 30 days

ACHIEVEMENT AND CERTIFICATIONS

2016: Rapid promotion within 3 months from Centre Head to MIS Head in Cradle Life Sciences Pvt Ltd

2015: Professional certification from Vision India Services Pvt Ltd for IT Training, Internal audits, Placement and Mobilization support for DDU-GKY scheme

2015: Reward (longevity bonus) for best support in DDU-GKY scheme at Vision India Services Pvt Ltd

SNAPSHOT

- Liaisoning with Govt. departments, ministries, NSDC, sector skill councils, assessment bodies, state level Govts like SRLM, panchayat, BDOs and SDOs
- Searching new projects using online tools, internals tie-ups and with the help of ministries. Preparing of proposals or tenders and its timely submission. Doing skill gap analysis
- Liaisoning with recruitment agencies or companies for placement supports, real estate management, vendor management, franchise development, signing of agreements, LoIs and MoUs
- Fund raising, instalment clearance, business development, invoice generation
- Infrastructure setup as per the SOPs, purchasing of equipment or tools, audit & assets management and AMC
- Recruitment or finding of potential candidate as per the requirement, documentation and background verification
- Branch and classroom management, marketing or mobilization strategy, attendance growth, organise events such as cultural activities, opening ceremonies, job fair and exhibitions
- Cash flow management paid to vendors, agencies and branches
- ERP handling, MIS generation and reporting such as daily work report, project detailing and budget, mobilization, enrolment and documentation, monthly attendance and placement tracking
- Training and development, SOP, counselling, screening, assessment or examination, bio-metric and CCTV backup and maintenance

WORK EXPERIENCE

- **Presently working as Regional Head in Cradle Life Sciences Pvt Ltd, Patna from May-2018 to present**
- **Worked as Assistant Manager – Operations in ICA Edu Skills Pvt Ltd, Kolkata from August-2017 to May-2018**
- **Worked as MIS Head in Cradle Life Sciences Pvt Ltd, Patna from June-2016 to August-2017**
- **Worked as IT Trainer in Vision India Services Pvt Ltd, Muzaffarpur from December-2014 to January-2016**
- **Worked as IT Trainer in Anudip Foundation for Social Welfare, Jamshedpur from June-2013 to December-2014**

ROLES AND RESPONSIBILITIES

ICA EDU SKILLS PRIVATE LIMITED

KOLKATA 08/2017 – 05/2018

- New Infrastructure identification and finalization
- To maintain effective relationship with external clients for future
- Business generation
- Rotation of batches with no significant time gap
- Coordination with local administration, example - Panchayat, SRLM, Employment Ex. to ensure appropriate mobilization with desired ratio (SC, ST, Minority, OBC, GEN) Male/ Female
- To take part in screening of the candidates
- Infra compliances projects
- Welcome session for new approved candidates
- Handle student complaints/ problems and give solution & suggestion
- Analysis of feedback of students taken during centre visit & inform the centre on same
- Maintain MIS on excel sheet & document verification
- Maintain the Govt. ERP portals
- Looks for the training quality

CRADLE LIFE SCIENCES PRIVATE LIMITED

PATNA 06/2016 – 08/2017

- Project Coordination and franchise development
- Infrastructure setup as per SOP
- Maintain MIS on excel sheet, document verification and maintain Govt. ERP portals
- Looks for the training quality (IT & MIS)
- Training contents, curriculum and assessment development
- Looking after the centre level issues
- Coordination with centres and its staffs
- Counselling, screening, parents meetings, rojgar mela, attendance and assessment management
- Coordinating for placement support
- Coordination with Govt. departments
- Proposal making and submission
- Hardware installation, maintenance and troubleshooting (Card Level Maintenance)
- Assist HR

VISION INDIA SERVICES PRIVATE LIMITED

MUZAFFARPUR 12/2014 – 01/2016

- Conducts session for IT and soft skills, activation officer, data entry operator and MIS
- Development of ACLP, training contents, PPTs and assessment paper
- Hardware installation, maintenance and troubleshooting (card level)
- Maintained MIS or State Master for DDU-GKY
- Assists centre manager in internal audits, documentations and maintenance of Standard Form (SF)
- Resolves Bio-Metric and CCTV issues and takes timely backup
- Assists in mobilization, counselling, screening and conducting aptitude test
- Assists in placement support and tracking

ANUDIP FOUNDATION FOR SOCIAL WELFARE

JAMSHEDPUR 06/2013 – 12/2014

- Conducts session on IT and Soft skills for MAST project of America India Foundation (AIF)
- Training contents, curriculum and assessment development
- Hardware installation, maintenance and troubleshooting (Card Level)
- Maintains MIS on excel sheet, CMIS, documentation
- Coaching, counselling, screening
- Assists in franchisee development for MAST (Market Aligned Skills Training) program
- Assists in mobilization and placement
- Petty cash handling

MAJOR AREAS OF EXPERTISE

- | | | | | |
|------------------------|----------------------|------------------|-------------------|---------------|
| • Public Relationship | • Project Management | • Administration | • Recruitment | • Placement |
| • Business Development | • Business Analysis | • Training | • Decision Making | • Negotiation |
| • Problem Solving | | | | |

Date:

Place: Patna

Avinash Baruli