

NIRAJ LAKRA

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Career Objective

- ❖ I am looking forward to a challenging profile in the field of Development Sector, where I can maximize utilization of my skills and educational qualifications, which will offer high level of opportunity to continue career growth with stability & can contribute to the growth of the organization as well. A keen learner and ability to work under pressure and meet deadlines. Seeking a position in a professional organization that offers a scope for using one's potential to the fullest and in the process work towards attaining organizational goal.

PROFESSIONAL EXPERIENCES:

Designation: Jaga Fellow under Jaga Mission, Department of Housing and Urban Development, Govt. of Odisha (25th February, 2019 - 24th February, 2020)

Organization: Tata Trusts

- Liaising with the line department, other resource organizations and planning out the activities for the successful execution of mission such as issuing of Land rights certificate, providing better infrastructures facilities and social amenities to slum dwellers.
- Prepare periodic reports, document the project process and ensure flow of communication within the team
- Participate planning meetings, reviews and submit progress reports to Government/Tata Trust as and when required.
- Mobilization and training of community members in the slums and create an awareness about programme and mission.

Designation: Project Coordinator, (February, 2018 to February, 2019)

Organization: EcoMetrix Consulting Pvt. Ltd, Bhubaneswar

- Coordinating and planning with Districts and ULB officials for demand survey and preparation of Housing for All Plan of Action (HFAPoA) under Pradhan Mantri Awaas Yojana (Urban).
- Provided the training to the surveyors and supervisors about the project for carrying out the survey smoothly.
- Lead the team of supervisors and surveyors, and monitor the overall survey work in all ULBs at the district level.
- Preparation of HFAPoA after validation of documents and information provided by the applicants during the survey.
- Facilitated the process of approval of the Plan of Action at ULB and District level.

Designation: Social Development Expert (October, 2016 to November, 2017)

Organization: Administrative Staff College of India, Hyderabad

- Worked closely with Odisha Urban Housing Mission (OUHM) in Project monitoring, co-ordination and technical support for implementation of Pradhan Mantri Awas Yojana (Urban) components at Keonjhar district of Odisha.
- Supported rollout of the mission components in the field and identified suitable partners and stakeholders for implementation of the activities and monitor the progress on day-to-day basis of all ULBs at the district.
- Prepare the monthly reports, document the project process and ensure flow of communication within the team.
- Coordinate and develop convergence with other Missions and programs in the ULBs.
- Capacity building of different stakeholders on mission objectives, best practices and provide support to establish convergence.

EDUCATION:

PROGRAM	INSTITUTE	YEAR OF PASSING
M.A in Urban Policy & Governance	Tata Institute of Social Sciences, Mumbai	2016
B.A in Sociology	Loyola College, Chennai	2014

AFFILIATIONS AND ACHIEVEMENT:

- 1st Prize in article presentation on Swachh Bharat Abhiyan in team of two members at Sangati, 2015, KIIT School of Rural Management, Bhubaneswar
- Member of Rotary Club, Loyola College, Chennai.
- Teaching to Migrant Workers' children of Odisha as part of Outreach Programme of College within the campus (Loyola College, Chennai)

PROFESSIONAL SKILLS:

- Project Planning and Monitoring
- Documentation
- Team Lead and Team Player
- **Computer Proficiency:** Microsoft Office and SPSS
- Language Known: Odia, Hindi & English (Read, Write & Speak)

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I understand that any misstatement herein leads to disqualification of CV.

Niraj Lakra