



# BHAGABAN MUNI

## STATE HEAD

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*DEVOTING MY SKILL, KNOWLEDGE & ATTITUDE WITH DEDICATION, BRIDGE THE GAP BETWEEN DEVELOPMENTS AND DEPRIVE SECTION OF THE PEOPLE AND SOCIETY, USING THE OPPORTUNITY WITH ENHANCING MY EFFICIENCY, ASSOCIATING WITH THE PEOPLE FORUM AND ORGANIZATION. WORKING IN A TEAM/ INDIVIDUAL APPROACH WITH MAKING A CONDUCTIVE ATMOSPHERE.*

## EXPERIENCE

### HEAD MASTERS SALON PVT LTD.

Aug-2019 to Present...

#### STATE HEAD

- \* Centre setup, establishment as per guideline, organizes inauguration, team building (Hiring), & Batches Creation etc.
- \* Leading the team, visit to centers and managing the day-to-day work of the DDUGKY Centers, setting targets, planning tasks to achieve the set targets, organizing monthly and weekly meetings with center managers, drafting report on center visit and work done.
- \* Liaisoning & coordination with Skill & Livelihoods Development Corporation authorities.
- \* Timely execution of project as per PPWS
- \* Responsible for take necessary initiatives to run project in state. Data validations & uploads on portal Representing Organization at various platforms as and when required.

### SAMBANDH FINSERVE PVT LTD.

JUNE-2017 to JULY-2019

#### MIS HEAD

- \* Planning of the Project - PPWS/ Batch Calculation / Overall Planning of the Project.
- \* Handling MRIGS, Kaushal Bharat, ORMAS portal, Kaushal Panji.
- \* Handling MPR Portal https.
- \* All the CCTV Footage & BIO Metric Attendance.
- \* All the Performance Evaluation sheet of the Employees need to be maintained.
- \* 100% documents collection (Offer Letters/Pay Slips/Bank Statements/Other docs) as per SOP.

### INDIACAN EDUCATION PVT LTD.

MAY-2014 to MAY-2017

#### CENTER MANAGER

- \* Understand State and Central funded skill development Projects like DDU-GKY
- \* Centre Identification and Setup as per the Project Guideline.
- \* Entirely responsible for the smooth implementation & overall management of the Centre.
- \* Responsible for coordination of all project related activities within the team and in the field to achieve project target within given time frame and adhere to deadlines specified by the management. Student & Trainers progress report, Analysis of student feedback and Trainers Evaluation.
- \* Help team in mobilizing right candidate and deliver the quality training with full capacity of centers.
- \* Track the attendance of all the students via Biometric System and timely submission of the same in the dept.
- \* Monitoring the performance of the, Placement team, Trainers & Mobilization team. • Send weekly/fortnightly reports to Head office.

## EDUCATION

### Berhampur University

2012

Bachelor of Arts In Political Science

Somanath Science College  
12th

2009

Basudev High School  
10th

2007

SKILLS

MS Office, Excel, Power Point Presentation, Email expert, Windows XP, Internet surfing.

CERTIFICATIONS

Esop Certificate  
NIRD

July-28-2021

Tally  
MSME Hyderabad

2010

LANGUAGES

English (Full Professional Proficiency), Hindi (Expert), Odia (Expert)