

CURRICULUM VITAE

Mona Keshari

Address:

Plot No. 113, Ram Mandir, Malgodam Road
Mughal Sarai, Chandauli, 232101

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Objective:

I would like to get an employer who is willing to utilize my knowledge and experience as well as my academic accomplishment.

ACADEMIC-QUALIFICATION:

Qualification	Board/University	Year
Post-Graduation (M.Com)	M.G.K.V.P. University, Varanasi	2018
Graduation (B.Com.)	Agrasen Kanya P.G. College Varanasi	2015
Intermediate	St. Francis School, Ramnagar, Varanasi	2012
High School	St. Francis School, Ramnagar, Varanasi	2010

PROFESSIONAL QUALIFICATION:

- NCSP from Navodaya Skill Development Institute, Varanasi.
- CCC from Navodaya Skill Development Institute, Varanasi.
- On job training on Management, Counseling, Tele-caller & other official Works
- Completed Sales Associate Training Navodaya under PMKVY.
- E-SOP Certified in DDU-GKY.
- Good Knowledge of KAUSHAL BHARAT, MRIGS Portal. Kaushal Panjee, & SF.
- Remote Access – Any Desk.

EMPLOYMENT HISTORY:

Present Employer : Microtek Educational Society

Designation : QUALITY HEAD

Key Responsibility Area

- Guide & Check the operations team to set up Centre as per SOP.
- Due Diligence Inspection of the DDUGKY TCs & Hostel
- Sending the Due Diligence Report to the SRLM/CTSA for their DDR Verification.
- Training Centre and Batch Inspection – As per SOP instructions.
- Filling of PER & PPWS.
- Backup of CCTV Footage & Biometric Attendance.
- Ensure that all SFs are completed on time and maintained regularly.
- Handling MRIGS Portal.
- Handling MPR Portal.
- Bank account details and insurance details of the candidates.
- Preparation of AAP
- Uploading batches on Monthly Progress Sheet

Other Duties and Responsibilities

Responsible for Compliance monitoring and feedback to the management. Monitor the Continual improvement of the training delivery to our students. Providing performance feedback and coaching to the Departmental managers involved with the project

Client names which I am handling

DDU- GKY (Govt. Project)

Duration

From FEB 2021 – Till Present

Employer : Indira Gopal Institute of Medical Services

Designation : Quality Executive

Key Responsibility Area

- Guide & Check the operations team to set up Centre as per SOP.
- Due Diligence Inspection of the DDUGKY TCs & Hostel
- Sending the Due Diligence Report to the SRLM/CTSA for their DDR Verification.
- Training Centre and Batch Inspection – As per SOP instructions.
- Filling of PER & PPWS.
- Backup of CCTV Footage & Biometric Attendance.
- Ensure that all SFs are completed on time and maintained regularly.
- Handling MRIGS Portal.
- Handling MPR Portal.
- Bank account details and insurance details of the candidates.
- Preparation of AAP.

Other Duties and Responsibilities

Responsible for Compliance monitoring and feedback to the management. Monitor the Continual improvement of the training delivery to our students .

Client names which I am handling

DDU- GKY (Govt. Project)

Duration

From JAN -2019 – JAN2021

Employer : DATA PRO

Designation : Counselor Cum MIS

Key Responsibility Area

- Student Counselling & Calling for mobilization
- SF preparation
- MIS Support
- To be able to do Counselling of Center Visitors and Telecalling to potential candidates
- Ensure that all SFs are completed on time and maintained regularly (Other Than Domain SFs)
- Ensure that all SFs are completed on time and maintained regularly (Other Than Domain SFs)
- Interacting with the Head Office and providing the MPR on time
- Bank account details and insurance details of the candidates
- Supporting Avichal in MIS
- Dossier Scanning and Upload.
- Uploading batches on MRIGS and Monthly Progress Sheet
- Conducting the aptitude test of candidates to decide which domain he/she should be admitted in. The BPO course should be preferred by graduates, The retail students should have a capacity to be trained for longer hours of work and should be 12th pass.

Other Duties and Responsibilities

Responsible for Compliance monitoring and feedback to the management. Monitor the Continual improvement of the training delivery to our students. Providing performance feedback and coaching to the Departmental managers involved with the project

Client names which I am handling

DDU- GKY (Govt. Project)

Duration

From JAN 2018 TO JAN 2019

KEY STRENGTH:

- I am confident to handle all types of situation, Honest, Punctual and Proactive in extreme situations.

PERSONAL PROFILE:

Father's Name	:	Lt. Mr. Gopal Prasad Keshari
Date of Birth	:	23/03/1993
Gender	:	Female
Marital Status	:	Unmarried
Nationality	:	Indian
Languages known	:	Hindi & English

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

Mona Keshari