

Curriculum Vitae

Aejaz Malikh

Qteam manager In skill Development

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Objective

To work in a challenging environment where I can Utilize and enhance my skills and make a positive contribution to the organization with a blend of smart work, innovation and creativity.

Achievements

Taken part 2 days trainer Induction Programme about skills, mandate requirements, QP-NOS of the job role, Platform Skills, academic Compliances.

Taken part 3 days trainer Induction Programme about skills, mandate requirements, QP-NOS of the job role, Platform Skills, academic Compliances.

Training taken for 6 months in UDAAN.

E-Sop Certified In Professionals (Operations and Finance) And Master trainer (Operations, Comprehensive).

Worked in A whole Ddu-Gky Project

Experience In DDU-GKY, , PMKVY, RPL, NULM Knowledge of NSQF, NCVT

Proper Liaisoning with JKSRML, UPSDM, PSDM, UKSDM ,HSRLM,

Skills

Initiative:- I take responsibility for my own work and don't wait to be told what to do. I look for ways to improve things, wherever I work.

Planning:- I am good at deciding which tasks are a priority. Ir plans make sure work gets done, and I am

good at avoiding distractions.

Teamwork:- I am great at co-operating with others. I understand how I can contribute to my team, and support other people.

Communication:- I explain my ideas and opinions clearly. I am good at listening, presenting or being able to persuade others.

Problem Solving:- I can assess a situation and understand what's causing issues, then develop a solution.

Work History

JAN- 2021 To Dec -2021

Quality-Head

Synchroserve Global Solution Pvt Ltd. Ltd(Haryana,Punjab,Uttar Pradesh,J&K)

- Ensure all the existing centres within the State are run at the optimum strength level at all the times
- Ensure attendance of the students enrolled in the centres is maintained at the prescribed levels
- DDUGKY SOP adherence in context with training, quality and placement, Replenishing of subordinate manpower if and when required
- Identification and setting up of Skill development centres within project timelines and budgets as per SOP norms with the help of HO Procurement & IT team and centre level local team
- Filing of DDR of the centres on the portal
- Finalize mobilizing strategy along with mobilisation head to mobilize and enroll students for the skill training programs as per the capacity targets of the centres
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Jan- 2018 – Dec- 2020

MIS Head

Rooman Technologies Pvt Ltd,J&K.

- Organizing timely term and assessments of the students .
- Checking of qualification of trainers, interview of new trainers as per NSQF guideline.
- Meeting with placement agencies, Third-party payroll organizations, Employers for better placement of the candidates.
- Tracking of placed candidates, their placement records and related documents for the claim process.
- Review and maintain the Quality System and ensure its completeness and accessibility.
- Managing Internal and External Audits & acknowledge the inputs wherein by the auditors promptly.
- Identification and setting up of Skill development centres within project timelines and budgets as per SOP norms with the help of HO Procurement & IT team and centre level local team
- Filing of DDR of the centres on the portal
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Jan- 2017– Dec- 2018

Centre Manager IL & FS, Ludhiana, Punjab

- • TC Registration, TP Registration, Centre Accreditation and Affiliation, Continues Monitoring etc.
- • Skill India Portal Registration Enroll candidate, Batch Creation, Batch Assessment Send to SSC etc.
- • knowledge of Kaushal Bharat Portal, Kaushal Panjee Portal, DDUGKY ERP Portal
- • Maintained data on daily basis related to all reports.
- • Advanced knowledge of MS Excel including Pivots, Slicer and advanced formulae.
- • To work on large amount of data.
- • Good in making PPTs (Power Point Presentations).
- • Managing the training center and Manage operations such as mobilization, training& Placement.
- • Ensure proper and regular running of training Program
- • To ensure proper counselling of students & arrange for induction.
- • To maintain daily Employee data and attendance.
- • Maintain daily company expenses on excel
- Ensuring Proper following of ACLP.
- • Responsible for overall marketing and student sourcing activities across the catchment area.
- • Ensure training delivery quality meets the set standards.
- • Batch scheduling, Centre administration, Expense Management and MIS reporting.

Education

2010	<i>High School</i> <i>JKBOSE- Anantnag</i> <i>59%</i>
2012	<i>12th Commerce</i> <i>78.9%</i>
2016	<i>B.Com Commerce</i> <i>Kashmir University- 53%</i>
2020	<i>M.Com</i> <i>IGNOU</i>

Certifications

6- Months Certificate of Basic Computers.

E-sop certification in operations (Professional)

Hobbies:

Reading novels, magazines, news paper, meeting new people and making Friends

Reading

- Strengthens the brain.
- Increases empathy.
- Builds vocabulary.
- Prevents cognitive decline.
- Reduces stress.
- Aids sleep.
- Alleviates depression.
- Lengthens lifespan.

Meeting and making Friends

- Increase my sense of belonging and purpose.
- Boost my happiness and reduce your stress.
- Improves my self-confidence and self-worth.

Place: Punjab

Date:27-12-2021