

Position title :	Centre Head
Name of Expert:	Mukul Kumar
Date of Birth:	01st July 1994
Country of Citizenship/Residence	Indian
Address	276 ,Near Cooperative Bank Baghra Muzaffarnagar UP 251306

Summary:

RFP Requirements	Description
i. Experience of working in at projects in the mentioned sector	DDUGKY
ii. At least 3 years in providing Skill based training or managing skill based training programmes in the relevant sector.	<ul style="list-style-type: none"> Currently working with Train Place Pvt. Ltd as a Centre Head At Noida (DDU-GKY) from Nov 2021 to till date. Currently working with Vinayak Education Society as Centre Head (DDU-GKY) from December 2020 to Nov. 2021 Worked with ADS Skills Pvt Ltd as a Centre Head (DDU-GKY) from Novmbere 2019 to December 2020 at Amroha UP. Worked with Mass Infotech Society as a MIS Executive (DDU-GKY) from Feb 2019 to Oct 2019 at Meerut UP. Worked As a Computer Teacher At Rashtiya Shishu Niketan Public School Bhudina Muzaffarnagar from Jan 2017 to Feb 2019 <p>Total Relevant Experience of Approx 5 Year (3 Year DDU GKY)</p>
iii. Post-Graduation in relevant sector.	<u>MCA from Dr. AKTU University(UPTU) , LUC KNOW UP.</u>

Qualification:

Name of school/college/university attended	Name Of College/School	Degree/diploma or other certificate/specialized education obtained	Degree obtained (Year)	Marks Percentage
Dr AKTU University (UPTU) Lucknow, UP	Forte Institute Of Technology Meerut	MCA	2017	72.92
CCS University, Meerut ,UP	Shri Ram Group Of Colleges Muzaffarnagar	BCA	2014	70.97
CBSE	Jawahar Navodaya Vidhyalaya Bareilly	12th	2011	67
CBSE	Jawahar Navodaya Vidhyalaya Muzaffarnagar	10th	2009	68

Other Qualification:

Name of school/college/university attended	Degree/diploma or other certificate/specialized education obtained	Degree obtained (Year)
NCVT	Web Designer	2014

Period	Employing organization and your title/position. contact info. for references	Location	Summary of activities performed relevant to the assignment
26/11/2021 to Till Date	Org:- Train Place Pvt. Ltd Project : DDUGKY Designation: -Centre Head	Sector 122, Noida Up	<ul style="list-style-type: none">• Maintain Training Centre as per Norms of DDU-GKY.• Responsible for Candidate Mobilization, training, Administration of Training centre, Placement Process,• Handling and Coordinate with Team of People Mobilization Team Training Team and Placement Team• Batch planning.• Make sure To Update Centre level SF's, Registers, and Portal• Make sure Bio metric is Working and Attendance Data Of Candidate and Employee I Stored properly.• Ensure Proper CCTV Camera working and Backup.• Share the Training Schedules to trainer on time, maintain Trainer attendance & timing register.• Check weekly wise content delivered.• Maintain assets Report Monthly.• Send Daily Work Report Like DFR. Training report, Attendance Report• Collect all the Document for attendance Course Completion report• Motivate Candidate and Different Team member for Organization Milestone Achievement As per SOP

Period	Employing organization and your title/position. contact info. for references	Location	Summary of activities performed relevant to the assignment
26/12/2020 to 25/11/2021	Org: - Vinayak Education Society UP Project:- DDUGKY Designation: -Centre Head	Jhajhar Bulandshahr UP	<ul style="list-style-type: none">• Maintain Training Centre as per Norms of DDU-GKY.• Responsible for Candidate Mobilization, training, Administration of Training centre, Placement Process,• Handling and Coordinate with Team of People Mobilization Team Training Team and Placement Team• Batch planning.• Make sure To Update Centre level SF's, Registers, and Portal• Make sure Bio metric is Working and Attendance Data Of Candidate and Employee I Stored properly.• Ensure Proper CCTV Camera working and Backup.• Share the Training Schedules to trainer on time, maintain Trainer attendance & timing register.• Check weekly wise content delivered.• Maintain assets Report Monthly.• Send Daily Work Report Like DFR. Training report, Attendance Report

			<ul style="list-style-type: none"> • Collect all the Document for attendance Course Completion report • Motivate Candidate and Different Team member for Organization Milestone Achievement As per SOP • • Prepare the reports in various formats as per project requirement. • Candidate's registration and batch management on various portals. • Uploading of placement data on various portal. • Verify the data uploaded from the centre team. • Design the internal formats to collect the data from field and centers. • Preparing MIS reports on daily, weekly and monthly basis • Ability to work on data and generate various types of reports/ad-hoc reports. • Ability to handle high level data analysis and data. • Handle the MRIGS & Kaushal Bharat Portal_DDUGKY. • Creating HR Profile Of Employee and assign Location Acces. • Update Daily Training Progress On skill Portal • Work on 2nd Installment under State Head

Period	Employing organization and your title/position. contact info. for references	Country	Summary of activities performed relevant to the assignment
01/11/2019 to 24/12/2020	Org:-ADS Skills Pvt. Ltd Project : DDUGKY Designation: -Centre Head	Amroha UP	<ul style="list-style-type: none"> • Maintain Training Centre as per Norms of DDU-GKY. • Responsible for Candidate Mobilization, training, Administration of Training centre, Placement Process, • Handling and Coordinate with Team of People Mobilization Team Training Team and Placement Team • Batch planning. • Make sure To Update Centre level SF's, Registers, and Portal • Make sure Bio metric is Working and Attendance Data Of Candidate and Employee I Stored properly. • Ensure Proper CCTV Camera working and Backup. • Share the Training Schedules to trainer on time, maintain Trainer attendance & timing register. • Check weekly wise content delivered. • Maintain assets Report Monthly. • Send Daily Work Report Like DFR. Training report, Attendance Report • Collect all the Document for attendance Course Completion report • Motivate Candidate and Different Team member for Organization Milestone Achievement As per SOP

01/02/2019 to 31/12/2020	Org:- Mass Info tech Society Project : DDUGKY Designation: -MIS Executive	Meerut UP	<ul style="list-style-type: none"> • Prepare the reports in various formats as per project requirement. • Candidate's registration and batch management on various portals. • Uploading of placement data on various portal. • Verify the data uploaded from the centre team. • Design the internal formats to collect the data from field and centers. • Preparing MIS reports on daily, weekly and monthly basis • Maintain All Centre Sf's, • Update Skill Portal as per progress Training centre daily basis
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Language skills (indicate only languages in which you can work):

Languages	Reading	Writing	Speaking
Hindi	Yes	Yes	Yes
English	Yes	Yes	No

Contact information :

Mobile: +91 9528976132 , 9758012077 E-Mail: mukulguthalyan@gmail.com

Certification: E_SOP under DDUGKY Scheme.

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience.

Mukul Kumar

Signature

Date