

**Kiran**

**Phone: +918510036990**

**Career Objective**

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To enhance my knowledge and provide best possible efforts to excel in the competitive organization through hard work, Sincerity Creativity and Dedication.

**WORK EXPERIENCE**

**Total year of Exp: - 6 years**

\*Over **6 years** of proven ability and experience in Skill Development Sector. This job has enabled me to help young aspiring students to teach them the basic aspects of Employability Skills.

\*Presently working with **Redefine Dimensions Convergence Pvt. Ltd as a Skill Development Head Janakpuri 05 Jan 2013 from till date.**

**Job profile:**

**Operations Management of STAR & PMKVY PMKVY 0.2, NIELIT "O" Level**

- **HR:** Hiring and firing of resources
- **Accounts:** Budget Approvals, Bill Approvals etc.
- **Compliances:** SMART, TOTs, TOA, and SDMS etc.
- **Monitoring and controlling-** Mobilization, Placements and Training Quality.

**Project Management ( NSDC , NIELIT , TISS-SVE )**

- Tracking all the RFIs, AD, RFPs, and RFQs.
- Manage NILEIT "O" Level Accreditation & NIELIT NSQF Course.
- Streamlining and the process within the organization.
- Strategy and Policy making
- New initiatives for self employment
- Setting up of new centres according to scheme norms.
- Handle STAR, PMKVY , PMKVY 0.2 , UKSDM, HPKVN & Different projects (Program Planning & enrollment planning with center team, Mass Mobilization, Counseling, Problem solving of candidates & liaising with related govt. department) at district level.
- Analysis of Tender Document, study the criteria parameters and preparing of proposal

**Key Skill and Attributes**

- Good Working knowledge of Excel
- Flexible, easily adjustable with my environment.
- Keyword Research, SEO, SMO, SMM , Local SEO , PPC Marketing etc.

**ACADEMIC QUALIFICATION**

- 10<sup>th</sup> From 2008 C.B.S.E
- 12<sup>th</sup> From 2010 C.B.S.E
- Graduate form Delhi University 2016
- Pursuing MBA in Marketing from NIMIMS School of Distance education

**Professional Qualification**

- Diploma in Business Accounting from **IIJT** in South Ext
- Certification in Digital Marketing from Simply digital in Adchini
- Certification in "Entrepreneurship Development Programme " conducted by NIESBUD

**Additional Qualification**

**Course Contents:** Ms-Word, Ms-Excel, Ms-Power Point, MS-Outlook, Internet,

**Expecting Salary:** Negotiable

**Special Interest:** Internet Surfing & Listening to music

**Personal Profile**

Name	:	Kiran
Father Name	:	Dev Singh
Date of Birth	:	07-07-1993
Residential Address	:	C-3/306 Type – II Lodhi Colony New Delhi-110003
Marital Status	:	Unmarried
Nationality	:	Indian
Language Known	:	Hindi & English
E-Mail ID	:	<a href="mailto:kuki.jaitwal1993@gmail.com">kuki.jaitwal1993@gmail.com</a>

**I hereby declare that all statements made are true in the best of my knowledge and belief.**

**Place: New Delhi**

**Date :**

**Kiran**