

RAVINDRA KUMAR

I am an MBA with more than 9 years Experience Skill development, CSR and Business Development Sector.

Delhi, Delhi

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Willing to relocate: Anywhere

Work Experience

Project Manager

Mukta Business Solutions Pvt. Ltd

January 2020 to Present

Project - RPL PMKVY Project (Skill India)

ROLE & RESPONSIBILITIES:

- * To generate the lead regular visit to stock holder.
- * Team handling and Regular visit to the industries and Sector Skill Council.
- * Planning, Monitoring, implementation and Evaluation of the Project.
- * To arrange the RPL Training of the employees in different industries partner.
- * Fill the RFP and Tender documents and Proposal Drafting as per the Eligibility Criteria.
- * Prepare and signing of the MOU for the company as per the given guideline of the SSC.
- * To conducted the assessment all over India as per the given guideline NSDC and SSC.
- * To registered our Assessor for TOA as per the given guideline by SSC.
- * Coordinate with Training Partner, Training centre and assessor to conduct the assessment all over India.

Assistant Manager (Skill/CSR)

Ponty Chadha Foundation

June 2019 to November 2019

Project - CSR and Government Project

PREVIOUS ROLE & RESPONSIBILITIES:

- To planning, execution, implementation & monitoring of projects in the field like education, skill development, health & hygiene, community development, livelihood.
- To Maintain MIS of various CSR and Government project like skill India and health camp activities.
- To maintaining harmonious relationship with the community & stakeholders Mobilization of resources for smooth implementation of projects Field visits & monitoring of NGOs to achieve the deliverables as per the MOUs Possess excellent documentation skill including preparing Reports, PPTs.
- Good Team Handling capability and possessing interpersonal, organizational & time management skills,
- To support team goals along with finishing assigned tasks coordinate in audit of CSR activities Engagement of employees & spouses in CSR activities.

Project Coordinator

Institute of Natural Resources Management
October 2018 to June 2019

Project - Vocational Training (UPSDM, PMKVY and DDUGKY) and CSR Project

PREVIOUS ROLE & RESPONSIBILITIES:

- Fill the RFP/EOI and Proposal Drafting as the requirement.
- Centre setup and CAFF Submission and TOT/TOA Registration of the Trainer and Accesses.
- Create batch and uploading the data on Upsdm and Nsdc Portal.
- Planning, implementation, & monitoring of the Centers different UP and Rajasthan.
- Liaison with government functionalities such as DPMU, SPMU, SSC and other Government Department.
- Coordinate with assessors for the assessment agency at different center.
- Coordinate with the placement manager for the placement of trained candidates.
- Develop and maintain a detailed project schedule which includes administrative tasks and all sites involved in the project.

Project Coordinator

Sarthak Educational Trust
May 2018 to September 2018

Project - SBI Swabhiman supported by SBI cards (CSR Project)

Job Responsibilities:

- Mobilization, training, Assessment and placement to the trainees.
- To organize camps with the help of local NGO'S and governing bodies.
- To organize exposers visit and guest lecture every week in our centre.
- Maintain all the MIS, DCS, EWR, Allied Activity, Exposer visit report and document related work to the project.
- Prepare progress reports on weekly, monthly and quarterly basis and communicate information about these to relevant staff.
- Performed general office support and administrative tasks as request.
- Meeting with the corporate, factory and some Naukari portal to place the candidates.

ITES Trainer/Centre Manger

Don Bosco Tech Society
January 2015 to April 2018

Project - Upsdm and ABF CSR

PREVIOUS ROLE & RESPONSIBILITIES:

- To generate the lead regular visit of the stock holder.
- Calling, Mobilization, training, Assessment and placement.
- Responsible for managing general administrative work and supervises the activities of subordinates.
- Organized Exposer visit and awareness camps.
- Liaison with government functionalities such as DPMU, SPMU and Assessment Agency.
- Coordination with state level government agencies, monitoring bodies and community organizations and other local partners for local brandings.

Business Development Officer

Shivam Water Treaters Pvt. Ltd

July 2010 to December 2014

Project - Upsdm and ABF CSR

PREVIOUS ROLE & RESPONSIBILITIES:

- To generate the lead regular visit of the government and private organization.
- Handling the clients (major Govt. Authorities) of selling water treatment plants, and related products like Sewage treatment and effluent treatment plants Reading and fill the tenders & documentation work to participate in the tenders offered by PSUs.
- Meeting the demands of the customers through our technical and commercial offer and regular follow-ups until acquiring the purchase order.
- Maintain enquiry data base & regular follow up.
- Ensuring periodic follow-up with existing customer for reference.

Education

Diploma in HDCA

Bundelkhand University

2008

Skills / IT Skills

- Business Development, Team Management, Project Management, Government Liaison,
- Good in M.S. Office and Internet and Tender and RFP Filling (9 years)