

Mohd Navi



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Address: H.N 450 Sarhul Near Shani Mandir sector 18 Iffco Chowk Gurgaon. Haryana

PROFILE SUMMARY - A MBA and BSW qualified Professional with 7 yrs of experience in managing projects of CSR in NGO and partner level related to Education, WASH, Health, and Livelihood. Have clear understanding of CSR & Sustainability. Knowledge of managing CSR Grant Cycle, Partners selection & management, NGO operations. Skilled in CSR Project Planning, Budgeting, Implementation, M & E and team management. Experienced in preparing analytical reports, project documentation, project completion documents. Have great exposure of working with different communities at grassroots level in rural and urban areas Haryana Rewari district, Gurgaon, Jaipur Rajasthan, and Delhi/NCR. Have working knowledge of HR management and appraisal of team and comfortable at handling any pressure situations with target-oriented solutions.

PROFESSIONAL EXPOSURE

Designation: Manager – Management. (February '2017 to April 2020 - Continuing)
Organization: SAKSHI – Center for Information Education & Communication, New Delhi & NCR.

Brief Responsibility.

- Job responsibilities:
- Independently managing the CSR projects of Blackberry's, Sage Sathi Publication, Microsoft & responsible for growth retention of CSR.
- Managing NGO operations & project team independently
- Identification of prospective donors for new partnership. Preparing project concept
- Completion reports and other project related documents for the donors.
- Supervision, monitoring and handholding of the charity partners,
- project team for delivery on time by monitoring
- Constructions, Operation & Maintenance Model for daily cleaning of school toilet

Skills & Competencies
Programmer Management –
Conceptualization, Partner Selection,



- Ensuring planned implementation to achieve the physical and financial targets on time
- as per the approved CSR
- With private stakeholders. Preparing weekly, monthly,
- Quarterly and annual report of the project progress and budget utilization.
- Center to prepare them for school admission and behavior change. Liaison with Various boarding schools for the Admission of the children as a safe space, coordinating the process etc.

Brief Responsibilities in Humana People to People International since: 2011 To 2014

- Leading the project in a successful and organized way, to the benefit of the children and the community as a whole. Responsible for achieving the overall objectives of the project.
- As Coordinator/Team Leader I have the role of being a leading force in the Success way
- Preparing new planning for the entire team Management.
- Responding enquires from NHQ department and related international organizations.
- To deal with authorities in Govt. Education Departments.
- To meet state education departments and involve in state educational schemes/policies.
- I am fully responsible for Cleaning and Healthily environment.
- To make the operational plan of every Core Group.
- To develop new pedagogical Ideas for better System of each children.
- To Implement the School program effectively in schools,
- Children, educational planning, observation activities and community based implementation such as organize community events with students,
- Planning and developing computer teaching material, events and cultural activity, monthly documentation of children who are in IT training, accounting, help the headmaster to make yearly activities plan for project.
- Provide all data relative programs.
- Organize parents and teacher meeting, health, sports and cultural activities, awareness for better health and hygiene in surrounding community, organize teacher's seminars/ workshop/ Project Council Meeting's.
- Writing and producing presentations and press releases.
- Helped to make Project's quarterly, interim and annually plans and reports as required by partner.
- Helped in the project admiration by maintain audit documents like that stock, asset, salary, leave, etc.
- **Extra Activities- 2009 - 2010 Training Centers for Global Development- Haryana**
- **Position: Development Instructor**
- **Development Instructor course contains international studies about world**



- economy development, financial crises, social and global warming issues etc.
- Six months Training in Malaysia professional project Management.

- **Education** - 2008- 2009 Higher Secondary Education Allahabad Board, U.P
- 2009-2011 Secondary Board Examination Allahabad Board U.P
- 2011-2014 Graduation From Shobhit University Meerut India(BSW)
- 2014- 2016 Post-Graduation from Manav Bharti University India (MBA Urban & Rural Development Management)

Well versed with MS Office (Word, Excel and PowerPoint), E-Mail & Internet Applications.

- Six months computer diploma from Nokia India.

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Personality:

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- Diligent and attentive worker, pro-active, responsible, reliable, efficient working alone and as a cooperative team member. Oriented for personal and career growth, acquisition of new knowledge, quickly mastering of new information.

- **Free- time activities:**

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Travels in Places, watch Movies. Spend the time with kids.

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PERSONAL DETAILS

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- Date of Birth: July 20, 1994
- Languages: Primary languages, English, Hindi
- Address: VPO=Mansoorpur, Ferhedi, Kundarki, Moradabad Utter Pradesh, India. 244001

- Mohd.Navi

