

RESUME

YASHWANT SINGH

RCI Reg. No.: A-28387

EXPERIENCE 11 Years

about

An organized professional with proven, guidance, and counseling skills. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a good Organization that offers a genuine opportunity for career progression.

contact



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C 5/ 804, Supertech Eco Village 1, Gr. Noida West Sector 1 - 201307

EDUCATION

M.S.W.
Monad University
2013

B. Com
Gorakhpur University
2006

SKILLS

Project Handling and coordination
Liaising with Government departments
National and International working exposers
Monitoring and Evaluation of Program
Proposal writing and organizing camps
Handling any kind of projects, can travel anywhere across the World

CERTIFICATION

B. Ed (*Special Education*)
Osmania University

D.C.A.
NIEST Education Center
Noida

Professional Experience

May 2015 - At Present

Starkey Hearing Foundation (Starkey Tech. India) – Noida - (U.P.)

Aftercare Manager (N.R)

Planning and Administration of CSR Activities, Project Handling and Program sustainability.

Visiting different organizations and NGO's for aftercare services and supports.

- Managing documentation and sharing reports for daily/weekly/monthly activities.
- Co-ordination in team to ensure the smooth running of day-to-day activities.
- Co-ordination with Embassy for VISA process of the team.
- Continually exceed the operational and administrative expectations.
- Suggesting creative ideas to get success of events.
- Assisting in resolving problems.
- Handle petty cash, floats and expenses and Maintaining store of SHF supplies.
- Co-ordination with the peoples, volunteer engagement & support, travel plans and hospitality of the team.
- Follow-ups with all concern Special School, NGO's and Organization within India.
- Conducting SHF Phase 1 (Identification), Phase 2 (Hearing mission), Phase 3 (After Care) and Phase 4 (Speech Rehabilitation) Program in mission.
- Achieved "**Client Satisfaction Award**" by Starkey in Year 2017.
- Visiting across multiple countries regarding projects work with NGO's / Corporates.
- Have good exposure of working with the National NGO's/ International NGO's/ Corporates Organizations, such as-
Republic of Armenia, Armenia
Bayat Foundation, Kabul, Afghanistan
Rotary Club Dhaka West, Bangladesh
Red Cross, Bangalore and many more
Core team member of organization during **Guinness World Record-2018, Fitted hearing aids in 8 hours to 4,840 peoples** with YCP, Pune and Tata Trust.

Jan 2014 to May 2015

Aakriti Association – Faridabad (Haryana)

Coordinator

Reporting to
Management

Guidance and
Counselling

Cleanliness and
maintenance of
School

Day to day staff
activities

Teacher's activities

- Coordinate with Government Offices.
- Teachers and parents counselling.
- Admission of child according to assessment report and I.Q. level.
- Maintaining fee record of child.
- Check attendance of Staff and student on daily basis.
- Prepare academic goal of Special child and discuss with teachers.
- Observation of classroom and School.
- Meeting with parents and responsible for child progress.
- Build healthy relation between staff and management.
- Notify events and leaves to children and Parents.
- Prepare progress report of child and discuss with their parents.
- Conducted monthly Parents Teachers Meeting.
- Take special sessions according to the need.
- Meeting with parents and answer their queries regarding child behavioral changes.
- Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered lessons the students.
- Cleanliness of the School campus.
- Scheduling minutes and meetings.

June 2012 - Jan 2014

Vision Institute of Applied Studies - Faridabad (Haryana)

Coordinator

Coordination with
Govt.
Departments and
universities
Students

counselling and
admission

Staff salary and
attendance.

- Takes admission in all courses run by institute.
- Counselling to Students regarding admission for courses.
- Coordinate with Rehabilitation council of India, Universities and Government departments.
- Conduct events and sports activities.
- Maintain fee record and alert to parents and students for timely fee submission.
- Responsible for maintaining discipline and attendance of Diploma and B. Ed students.
- Responsible for Observing classrooms and allot periods to faculties.
- Counselling for Special School admission.
- Conducted Internal / External examinations of Diploma and B. Ed students.
- Prepare salary sheet of staff according to their attendance and disbursed salary.
- Maintain petty cash and cash book.
- Reporting to management about day to day activities of staff.
- Appoint as Visiting Expert by Rehabilitation Council of India (Govt. of India).

Sep 2007 – Dec 2010

SES technologies Ltd. (Sahara Computers) – Noida (U.P.)

Asst.

Coordinator

Physical Stock
audit of the
companies
branches
and submission of
actual inspection
(Physical available
stock) report to
H.O.

- Worked as an Internal Auditor in SES Technologies Ltd. Conducted Physical Audit of all branches in India.
- Plan surprise inspection of company retail branches prepares actual stock availability report as on date and submit final report to Head office.
- Travel across India for Physical Audit of Retail Branches and Hubs.
- Prepare self-travel plan.
- Bank Reconciliation and vouchers entry works.
- Stock keeping and organizing.
- Team building and motivation.
- Makes discrepancy report and coordinate with branches.

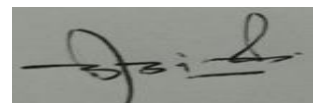
STRENGTH

- Positive attitude, better understanding and creative ideas.
- Coordination with People and Partner agencies and impact positively.
- Ability to perform in a corporate environment and maintaining organization protocol.
- Ability to manage program independently and performing good result.
- Ability to operationalizing health program at field level and monitoring on daily basis.
- Excellent communicator, Pleasing personality.
- Physically fit, Goal – oriented, Have strong knowledge and skills in content area.
- Having strong skills in admin, public relation, inspection, accounts and liaising government departments.
- Work with no limits, travel allot, work tirelessly.
- Ability to perform good result in any circumstances and give positive result to the organization.
- Ability to maintain organization good will and manage any difficult situation.
- Good experience of working with International Organization at route level.

PERSONAL

Name	:	Yashwant Singh
Father's Name	:	Lt. Shri. Indrajeet Singh
Sex	:	Male
Date of Birth	:	20 May 1987
Marital Status	:	Married
Languages	:	English, Hindi
Passport No	:	Z3665148
Nationality	:	Indian
CTC and Notice	:	INR 5.0 Lacs+ Variable and 90 Days (Negotiable)

I hereby declare the above information is true to the best of my knowledge and belief.



Date: May 2020

(Yashwant Singh)