

# RITWIJ KUMAR

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## MY OBJECTIVE

I am looking for a job opportunity with a reputed organization. Experienced efficient multi-tasked problem solving and organizational skills with good work ethic and good team work. Ability to work with a team to bring about social change and help for social causes. Ready to do any work at any time. Hardworking and reliable, dedicated team player with resourceful attitude. With 15 years of experience in this field, meticulous and detail-oriented learned with extensive subject knowledge, excellent observational, organizational and communication skills.

## WORK EXPERIENCE

1. **Programme Manager/HR Manager:** Monitoring, evaluation, Coordination and report writing all programme run by Koshish Charitable Trust. An overview of the entire recruitment process is provided, from creating job descriptions and postings to planning and conducting interviews and coordinating new hires.
2. **Project Coordinator:** Working in the project (**Strengthening access to Justice for Marginalized**) Strengthening access to justice for the poor by developing strategies that address barriers to accessing justice and empowering marginalised communities, supported by **Azim Premji Foundation in Koshish charitable trust** (March 2023 to)
3. **District Coordinator:** working with Action Aid Association District Coordinator Hazaribagh (July 2022 to December 2022) that works in Jharkhand is on child protection and to prevent child marriages with support from UNICEF. We work closely with district administration for implementation of policies, laws and legislations related to child protection and help in creating greater awareness among people to prevent child marriages. Facilitation of training and capacity building of rights holder, parents and adolescent girls and boys through skill development is other important works we do at different level.
4. **Project Coordinator:** Working in the project facilitating transparency & accountability for proper implementation of schemes / programme on food security in two districts of Bihar and strengthening right to food campaign- focusing grievance redressal system and community monitoring supported by **OXFAM India in Koshish charitable trust** (2011 to 2016)
  - i. Development of a grievance redressal mechanism at local level (village, panchayat, block & district) for better implementation of food, health and work related schemes.
  - ii. Participate in community monitoring process through vigilance committee at village level and Nyay Dal at panchayat level and record it's working.

- iii. Providing technical support to community leaders in project area for vigilance committee and Nyay Dal (Gaya and Patna district of Bihar 36 Villages).
- iv. Develop IEC material like folders, posters, handbill etc. for community awareness about their rights and entitlements.

**5. Project Coordinator:** Working in the project action research on empowering grass-roots justice delivery system to ensure delivery of socio-economic rights to vulnerable communities- strengthening gram kutchahari supported by **Ford Foundation in Koshish charitable trust**

- i. Conduct study to find Strength, Weakness, Opportunities and Threats of Gram Kachahari in Bihar.
- ii. Formation of Nyay Dal at Panchayat level for delivery of Socio-economic justice through Gram Kachahari.
- iii. Develop IEC material like folders, posters, handbill etc.
- iv. Organize meeting and training programme under project activities

**Facilitate and Involved in activities - study, survey, inspection with various organizations.**

Oct. 2009 to ... Koshish Charitable Trust Patna, [Bihar]

1. **Study on** Inter Circular Migration (urban and rural) project in Bihar (Araria and Patna), supported by International Growth Centre in Koshish Charitable Trust.
2. Social Audit Coordinator of ICDS in Araria, East champaran and Khagaria District jointly conduct by **Social Welfare Department, Govt. of Bihar and Koshish, Actionaid and Janjagran Shakti Sangathan.**
3. Study on **“Situation of Elderly in Bihar”**, I developed questionnaire, coordinated all activities and wrote report. This study was supported by **Help Age India, Patna.**
4. Researcher on Supreme Court Advisor office on Right to food case 196/2001 in Monitoring, survey and report writing like Scheme (ICDS, PDS, MDM, NMBS, NFBS, NOAPS and MANREGA). I was also a **member of joint inspection team** comprising advisor office and government officials of Bihar.
5. Assisted in drafting the NFSA, 2013 Rules for the Government of Bihar.
6. Investigation of cases of starvation deaths based on information received through various sources - media reports, individual testimonies and local community organizations Support to the Advisor to the Supreme Court Commissioners.
7. Inspection of homeless shelter and Status of Homeless Population in Bihar as part of joint inspection team comprising advisor office and government officials of Bihar.
8. Enumeration and advocacy of Homeless Population living on the streets or pavements.
9. Identifying those in need of health support & connecting them with the public health system of the state govt.

10. ***"Effects of liquor policy on society"***, I developed questionnaire, coordinated all activity and wrote report. This study was conducted by **Bihar Women's Network and National Alliance of Women's Organization**.
11. ***"study on Identification of Possible Interventions for Economic Upliftment and Enhanced Civic Participation of SHG Members"***, conducted by **CASA and Koshish Charitable Trust**. Development of questionnaire, training of surveyor and report writing for the study.
12. **Enable marginalised young urban women to assert their Economic and Bodily Right"** project in **Patna urban**, supported by **Actionaid Association in Koshish Charitable Trust**.

**6. State Coordinator (Right to Food Campaign, Bihar):** Research on status of implementation of food, health & work schemes in Bihar and prepare report. Working on National Food security Act, 2013 (NFSA) focusing on schemes like: ICDS, MDMS, NOAPS, MNREGA, IGMSY. 2009 to-

#### **Shoshit Pidit Sewa Sansthan collaboration of Lok Samiti, Arwal, [Bihar] January 2004 to August 2009**

##### **Community Mobilizer**

- Mobilization of community for formation of SHGs
- Organize monthly meeting of SHGs and facilitate of accounting process of SHGs.
- Bank likening of SHGs.
- Facilitate in different program for capacity building and skill development of the member of SHGs.
- District Coordinator- Lok Samiti, Arwal
- District Coordinator – Bihar Lok Adhikar Manch

##### **Voluntary work**

- SHOSHIT-PIDIT SEVA SANSTHAN, ARWAL, BIHAR 2003-06 (FIELD COORDINATOR )
- VOLUNTEER OF LOK SAMITI (BIHAR) 2005-2008
- NAW BHARAT JAGRITI KENDRA, AMRIT NAGAR HAZARIBAG (CONSULTANT) 2006-2007
- VOLUNTEER OF BIHAR LOK ADHIKAR MANCH ( BIHAR) 2007-2008
- RESEARCHER, ADVISOR TO COMMISSIONERS OF THE SUPREME COURT (In the case: PUCL vs. UOI & Writ Petition (Civil) No. 196/2001).
- STATE TRAINER MUMKIUN HAI BIHAR ABHIYAN, MAHILA JAGARAN KENDRA, PATNA – 800001 (2008-2009)
- STATE COORDINATOR, RIGHT TO FOOD CAMPAIGN (BIHAR) 2009 TO
- STATE COORDINATOR, LOK PARISHAD, BIHAR. 2011 TO
- STATE TRAINER, CAMPAIGN ON MUMKIN HAI (MAHILAO PAR HONE WALE HINSA KA ANT)

- STATE RESOURCE PERSON, MGNREGA SOCIAL AUDIT, RURAL DEVELOPMENT DEPARTMENT GOVERNMENT OF BIHAR, 2015

### **Training**

- Reproductive and Child Health, ADITHI, PATNA (2002)
- Nutrition and Health NBJK , Amritnagar Hazaribag (Jharkhand) (2003)
- Accounts and Finance Management NBJK , Amritnagar Hazaribag (Jharkhand) (2003)
- Peoples organization and self help group SPAR, KOLKATA (2004)
- Livelihood & food security SPAR, KOLKATA (2006)
- Participatory strategist planning & Right SPAR, KOLKATA (2006)
- Legal awareness training MARG, DELHI (2010)
- State Trainer (Social Audit) National Institute of Rural Development and Panchayati Raj, Hyderabad (2011)
- Master Trainer (National social audit training)- National Institute of Rural Development and Panchayati Raj, Hyderabad (2022)

### **ACADEMIC QUALIFICATION**

QUALIFICATION	BOARD/UNIVERSITY	SUBJECT
BSW	Vinayaka Mission University, Tamilnadu	SOCIAL WORK
INTERMEDIATE	Bihar Intermediate Education Council Patna, Bihar	ARTS
MATRICULATION	Bihar School Examination Board, Patna, Bihar	ALL

- **Diploma in Computer Application** in 2005.

I hereby, solemnly declare that all the information made above are true and correct to the best of my knowledge and belief.

### **Reference:**

1. **Mr. Praveend Kumar Praveen**, (Regional Manager) Oxfam India, Eastern region  
Mb: +91-9771473681, Email: [pkpraveen8@gmail.com](mailto:pkpraveen8@gmail.com)
2. **Mr. Saurabh Kumar**, (Regional Manager) ActionAid India, Eastern region  
Mb: +91-7766917479, Email: [saurabhiirm@gmail.com](mailto:saurabhiirm@gmail.com), [Saurabh.Kumar@actionaid.org](mailto:Saurabh.Kumar@actionaid.org)
3. **Mr. Rupesh**, (Secretary) Koshish Charitable Trust, Patna (Bihar)  
Mb: +91-9431021035, Email: [koshish.office@gmail.com](mailto:koshish.office@gmail.com)

Thanks & Regards

Ritwij Kumar