



SATISH KATKAR

PROJECT COORDINATOR WITH 09 YEARS'
EXPERIENCE IN DEVELOPMENT SECTOR

Pedgaon, Ahmednagar,
Maharashtra. 📍

5-Jun-1986 📅

+91 9657652398 📞

satishkatkar1@outlook.com ✉

in/satish-katkar-8ba51219b in

SKILLS

Soft Skills

Communication (Expert)
Interpersonal (Expert)
Creative thinking (Expert)
Creative thinking (Expert)
Friendly positive attitude (Expert)
Adaptability (Expert)
Leadership (Expert)

Hard Skills

Team building (Expert)
Document control (Expert)
Strategy & Planning (Expert)
Event coordination (Expert)
Report Writing (Advanced)

Technical Skills

Power BI (Advanced)
Microsoft Office (Advanced)
Data Analysis (Expert)
Scratch coding (Intermediate)

EDUCATION

IGNOU

MSW (57%)
Jun 2016 - Jun 2019
Delhi

YCMOU

BA (67.33%)
Jun 2009 - Jun 2012
Nashik Maharashtra

YCMOU

Diploma in Mass Communication
and Journalism (62%)
Jun 2013 - Jun 2014
Nashik Maharashtra

MSCE

Diploma in Teacher Education
(75.60%)
Jun 2007 - Sept 2009

SUMMARY

- Highly accomplished, quick learner with an extensive hands-on knowledge base encompassing Project Management, Project Controls, Architectural Drafting and Human Resources.
- Result oriented with extensive leadership experience in the highly competitive education and livelihood sector. proven track record of initiating and delivering successful projects to improve the lives of India's underprivileged with special focus on women, children and youth.
- Seeking a challenging position to continue expanding expertise in the Project Management and Project Controls field and make a positive difference towards project success.
- Regarded by peers and mentors as a high achiever. Possesses strong analytical and problem-solving abilities, with a track record on improving operations.
- Dedicated to completing a project on time and under budget. Strong managerial skills and excellent team player.
- Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

WORK EXPERIENCE

Project Coordinator

American India Foundation

Feb 2021 - Apr 2023

Aurangabad Maharashtra

- Strengthened the team on Technopedogogy, Coddng, Robotics, Life Skills, WASH, Mission recycling, Nutrition etc. and reviewed teams' work to check adherence to quality standards and proper procedures.
- Liaised with Block, District, Divisional and State level government officials for permissions. Researched and prepared reports required by management or governmental agencies.
- Participated in the weekly update meetings with donors by presenting the progress report, case stories and other activities implemented at ground level. Planned and executed the employee engagement activities. Managed operations to achieve objectives within budgets.
- Gauged the relevance, use and challenges of the program by visiting the 102 ZP schools across the 6 block of Aurangabad District and Surveyed baseline, midline, endline for evaluation of the project impact. Maintained the document and monitoring database.
- Organized a central Level teacher's and student's workshops and Innovative events like PICO Satellite, Digital Summer Camp and various competitions in collaborations with DIET and Education Department and trained them on STEM, Technopadogogy. Supported the DIET for implementing the Rastriya Avishkar Abhiyan.
- Enhanced performance through collaboration with diverse teams and delegated work to staff, setting priorities and goals. Guided employees in handling difficult or complex problems. Provided leadership, insight and

Pune

Divisional Board Pune

HSC Science (74%)

Jun 2005 - Jun 2007

Pune

Divisional Board Pune

SSC (76.40%)

Jun 2004 - Jun 2005

Pune

LANGUAGES

Marathi (Distinguished)

Hindi (Superior)

English (Advanced - Mid)

HOBBIES

Travelling

Reading

Exercise

Meditation

Swimming

mentoring to newly hired employees to supply knowledge of various organization programs.

- Trained employees on best practices and protocols while managing teams to maintain optimal productivity. Discussed job performance problems with employees, identifying causes and issues to find solutions. Consulted with managers to resolve problems relating to employee performance, office equipment and work schedules.

Cluster Coordinator

American India Foundation

Jun 2019 - Feb 2021

Mulshi Pune

- Supported government school teachers under Digital Equalizer Program to use advanced Technopadogogy in teaching learning process and guided them for STEM kits, Robotics, Coddling, Life skills and Wash etc.
- Conducted online classes who have smartphones and conducted community classes who haven't access for smartphones in COVID 19 pandemic. Maintained Its data.
- Organized various events at school like Bal Mela's, Students Appreciation program, Inauguration programs, Donners, officers, and leadership visits.
- Created content like Edu kits, google forms etc. and prepared the case stories, testimonials, helped teachers to make the proposals for awards etc.
- Distributed grocery kits in needy people and Medical aids for government hospitals in COVID 19 pandemic.

Block Coordinator

DRDA, Zilah Parishad Pune

Nov 2013 - Mar 2019

Mulshi Pune

- Formed the deprived and vulnerable women's SHGs under NRLM project, Provided them hand holding support for various skills training for sustainable livelihoods like Financial literacy, RSETI, RUDSET Etc. Reinforced their federations by various government schemes and provided financial supports from banker's.
- Identified the cadre form community like SHGs Secretaries, CRPs, Bookkeepers Resource persons etc. and conducted various capacity building training for them like Dashsutri, Bookkeeping, Resourceful etc. and awareness training for Banker's. Handled the training expenses and audit Compliances.
- Organized various programs like Job fest, Tandul Mohotsav, Poshan Abhiyan, Yoga Sessions and exhibitions like Mulshi Jatra, Savitri Jatra and Mahalaxmi saras etc.
- Convergences with various departments like Education, ICDS, Health, Animal Husbandry, Village Panchayat, Social Welfare and Tehsil.
- Presented MPR in the monthly progress meetings to the project director of DRDA and attained BLBC, NGOs and Microfinance coordination meetings.
- Prepared success stories, loan and award proposals of SHG. Appreciated by the BDO and panchayat samiti members for achieving the target assigned by the project directed.

CERTIFICATIONS

- Nutrition Training Impact for Nutrition - 2021.
 - Advance certification in Data Analytics, Ira Edu-Tech-2023.
 - STEM Pedia AI and Coddling bootcamp for educator-2022.
 - Master trainer and charge officers in GPDP, Yashada -2016.
 - Rural Youth Management, Sampark-2016.
-

PROJECTS

Poshan Abhiyan	Jun 2018 - Nov 2019
Master Trainer, IMSRLM	Pune
Muktee_De Adiction	May 2015 - Mar 2019
Master Trainer, DRDA Pune	Mulshi Pune
GPDP	May 2016 - May 2018
Master Trainer, Yashada Pune	Mulshi Pune
Asmita Scheme	Jun 2017 - Mar 2019
Facilitator, MSRLM	Mulshi Pune
Mission Antyodaya	Jun 2018 - Aug 2018
Nodal Officer, DRDA	Mulshi Pune
PMEGP, DIC, KVIC, NSAP, PMSBY, APY.	Mulshi Pune
Facilitator, MSRLM	
Mission Recycling	Apr 2022 - Mar 2023
Project coordinator, American India Foundation	Aurangabad