

SANJAY KUMAR PRADHAN

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PROFILE SUMMARY

- Development Sector Professional with an overall experience of +18 years including 7 years in the social sector with sound experience in the field of Education and Livelihood
- Demonstrated Project Management expertise in programme implementation of Govt. schemes including **Post Matric Scholarship (PMS-SC/ST)** and **OGIP**
- Competent in working with Govt. departments at the District and sub-district levels, providing technical assistance and support in planning, execution, coordination, documentation and monitoring of project activities

CORE COMPETENCY & KEY AREAS OF EXPERTISE

- Programme Implementation
- Subject Matter Expertise in Education and Livelihood
- Programme Monitoring, Reports and Documentation
- Training & Capacity Building
- Strong exposure of working in Govt. institutions
- Strong Leadership and Networking skills
- Excellent interpersonal and communication skills
- **IT Skills Acquired:**
 - ⇒ Competent in use of Internet, MS Word, MS Excel, MS Power Point and Outlook

PROFESSIONAL & EDUCATIONAL QUALIFICATIONS

- **Currently Pursuing: MBA in Human Resource Management** from Jaipur National University
- **2015: MA in PMIR** from Alagappa University
- **2003: MA in Political Science** from Utkal University
- **1999: BA in Political Science Hons.** From Utkal University

Technical Education :

- **2005:** PGDCA from Maharshi Computer Academy, State
- **2003:** DCA from Ravenshaw College, Cuttack, Odisha

KEY ACCOMPLISHMENTS

- ⇒ OGIP Achievement Award for the Year **2015-16** by **IPE Global Pvt. Ltd.** under OGIP project
- ⇒ Special Award on IEC Activity for the Year **2014** by **IPE Global Pvt. Ltd.** under OGIP Project in 2015
- ⇒ Special Achievement and Best Management of **ISO QMS 9001: 2008** in the **Year 2012** at SSEPL, Bhubaneswar by BVCI on HR, Purchase, Marketing, Training Coordination and Events
- ⇒ Best Social worker in Gangapada Panchayat on Disaster Mitigation awarded by Sarpanch of Gangapada Gram Panchayat in 1998
- ⇒ Best Volunteer on Plantation of Jatni Block awarded by B.D.O, Jatni in 1997

EMPLOYMENT HISTORY

Scholarship Management Unit (SMU) ST & SC Dev. Dept., Govt. of Odisha

Role: District Scholarship Coordinator

Feb 2017 - Ongoing

Role Summary: Delivered district level coordination for better implementation of the schemes organized for focusing on Pre and Post Matric Scholarships to all SC & ST, OBC/SEBC & Minority students. Assisted in building capacities of the SC&ST Welfare Department at the district level to adopt and operate the new transfer system.

Key Responsibilities:

- ⇒ Map existing secondary schools (44 Residential Hostel Schools both under SSD and S&ME Department, 261 High Schools and 488 Primary Schools having Class I to X and 117 Colleges under Post Matric Scholarship) across the district
- ⇒ Support in establishing database of target beneficiaries which would include collecting the list of SC, ST, Minority & OBC/SEBC students (day students as well as hostels) currently enrolled in Class 1 to 10 in government, government aided and private (recognized) schools
- ⇒ Data management and analysis of DISE in coordination with (District Project Coordinator-DPC) and (District Education Officer-DEO) and Data collected by Block Coordinators

- ⇒ Organize orientation and awareness workshops for Data Entry Operators at Block and Sub-Divisional Level, Welfare Extension Officers, Headmasters/Headmistress of schools and Principals of all colleges in the district
- ⇒ Facilitate enrolment and opening of bank accounts and help with issue of caste certificate for eligible beneficiaries SC/ST/OBC/SEBC students studying in Class V to XII in-coordination with JSKs, CSPs, Tehsils, ADWOs and Banks
- ⇒ Enable online EPF member registration, approvals, challan preparation, and payment through net-banking gateway of the office for Shikshya Sahayak's (Contractual Teachers)
- ⇒ Support design of effective communication plan to generate public awareness on the stipend programme
- ⇒ Ensure timely redressal of complaints/grievances regarding non-receipt of scholarship/stipend
- ⇒ Prepare and ensure timely submission of progress reports and other high-quality deliverables as required for the project
- ⇒ Prepare bills for treasury under IFMS through IOTMS master beneficiary upload, amount, generation of TV, Bill and Beneficiary list of the bills
- ⇒ Prepare acquittance, bills, sanction orders, posting in bill register etc.
- ⇒ Creation of UAN, Online EPF challan preparation, submission and payment through online net-banking to all teachers deployed at district level
- ⇒ In time report submission on subsidized rice to all 44 residential schools and 1 Anwesha Hostel in the district to Department and Monitoring on UCs
- ⇒ Overall planning, execution, coordination, documentation, and monitoring of Alternative Learning Mentorship Programme (e-Suvidya) implemented by SSD Department in May 2020 in the district

Key Achievements:

- ⇒ Enabled disbursement of scholarship in DBT mode for 15,2000 SC/ST/OBC/SEBC and Minority students under Pre-Matric Scholarship (both Central and State share)
- ⇒ Enabled Disbursement of scholarship in DBT mode for 48000 SC/ST/OBC/SEBC/EBC/Minority students under Post Matric Scholarship (both Central and State share)

Gandhi Institute of Engineering and Technology (GIET), Bhubaneswar, Odisha Sep 2016 - Feb 2017

Role: Liaison Officer/ Scholarship Coordinator

Role Summary: Responsible for dealing with all local, departmental, media, legal activities on behalf of the institution and heading the scholarship disbursement for several schemes for students of GIET-BBSR.

Key Responsibilities:

- ⇒ Received different scholarship application forms, verified and scrutinized draft preparation for approval of the Principal
- ⇒ Submitted reports to concerned line department and top management
- ⇒ Liaised with Govt. departments including Local administration, police, local PR members, community leaders, line departments etc.

IPE Global Pvt. Ltd:

Jan 2014 - July 2016

Role: District Coordinator

Role Summary: Provided Technical support to district and block levels for implementation of schemes organized for providing Pre-Matric Scholarships to SC & ST students studying in Class IX & X, sponsored by DFID-UK and Govt. of India. Assisted in building capacities of the SC&ST Welfare Department at the district level to adopt and operate the new direct beneficiary cash transfer system mechanism.

Key Responsibilities:

- ⇒ Managed a team of 8 block coordinators and 1 district level data analyst
- ⇒ Mapped existing secondary schools both under SSD and S&ME Department, 261 High Schools
- ⇒ Supported in establishing database of target beneficiaries - collecting the list of SC, ST, currently enrolled in Class 9 to 10 in government, government aided and private (recognized) schools
- ⇒ Assisted in Data management and analysis of DISE in coordination with (District Project Coordinator-DPC) and (District Education Officer-DEO) and Data collected by Block Coordinators
- ⇒ Trained Data Entry Operators at Block and Sub-Divisional Level, Welfare Extension Officers, Headmasters/Headmistress of schools and Principals of all colleges in the district
- ⇒ Facilitated enrolment and opening of bank accounts and help with issue of caste certificate for eligible beneficiaries SC/ST students studying in Class VIII to X in-coordination with JSKs, CSPs, Tehsils, ADWOs and Banks
- ⇒ Supported design of effective communication plan to generate public awareness on the stipend programme
- ⇒ Ensured timely redressal of complaints/grievances regarding non-receipt of scholarship/stipend
- ⇒ Prepared and ensured timely submission of progress reports and other high-quality deliverables as required for the project through Zonal Coordinator-EAST to State Level
- ⇒ Prepared bills for treasury under IFMS through IOTMS master beneficiary upload, amount, generation of TV, Bill and Beneficiary list of the bills
- ⇒ Prepared acquittance, bills, sanction orders, posting in bill register etc.

- ⇒ Evaluated Block Coordinators of performance matrix, in time renewal of contracts and recommendation to State Office for enhancement of salary and other facilities as per company norms

Key Achievements:

- ⇒ Enabled scholarship disbursement for 35000 SC/ST boys and girls studying Class IX & X
- ⇒ Facilitated nearly 20000 students opening of bank passbook (no frill account as order by RBI), issuance of caste certificate and income certificate with line departments
- ⇒ Online Treasury bill preparation in IFMS/IOTMS portal

PREVIOUS WORK EXPERIENCE

Feb 2010 to Jan 2014: Manager/ Training Coordinator - Shailja Software Export Pvt. Ltd. (Sister Concern of CV Raman College of Engineering, Bhubaneswar)

- ⇒ As a career development training coordinator led a team of 27 staff members and facilitated subject based and other training to students including 1200 ITI, 2400 Diploma Engineering, 3000 plus Degree Engineering, 1000 plus MBA/MCA, 100 Women and Children
- ⇒ Management Representative for ISO QMS 9001:2008
- ⇒ Provided support in HR functions including HR Analysis, Job Identification, Advertisement, Scrutiny, Organizing WT and PI, Issuing Offer Letter and other formalities and modalities as framed by the company
- ⇒ Conducted timely Performance Assessment, Filing for Increment near Management, Scheduling Need Based Skill Development Programme for staff
- ⇒ Supported in identifying Vendors for supply of office materials, equipment, infrastructure etc., and assisted in processing and screening quotations with Management, Vendor Matrix, Supply Chain Management

Nov 2007 to Jan 2010: Assistant Programme Officer with Jan Shikshan Sansthan, Puri (Sponsored by Ministry of HRD, Govt. of India, New Delhi):

- ⇒ Facilitated vocational training programmes for promoting livelihood support for nearly 4000 youths, women and college students: provided placement support to eligible trainees
- ⇒ Formed 45 SHGs in different blocks of Puri district, Odisha; Supported with Market Linkage activities, Bank Finance, facilitated participation in exhibitions, mela etc.

Sep 2005 to Oct 2007: Assistant Sponsor Relation Coordinator with Christian Children's Fund:

- ⇒ 450 individual sponsored child cases out of 1100 cases of the project.
- ⇒ Various letter correspondences on behalf of the sponsored child to the sponsor
- ⇒ Formed 70 nos. SHGs in 9 GPs of Telkoi Block, Keonjhar, Odisha.
- ⇒ Livelihood support to 10 nos. of marginal farmers identifying their skills
- ⇒ Participated in different Block, District and State Level Child Rights and Protection workshop, seminar, debate and rallies with project children's

Oct 2003 to Jul 2005: Project Coordinator with PRIYA, Odisha:

- ⇒ Provided Project Mapped Elementary Teacher requirements
- ⇒ Scheduled interviews, trained and recruited personnel for the Project
- ⇒ Coordinated HR and other facility support with Govt. Monitoring and Evaluation of ET performance and appraisals

KEY TRAINING ATTENDED

- **2019:** Participated in District Level Online EPF Account Creation, Challan Preparation, Using of DSC and Online Payment Link by Regional Office EPF and ESI, Bhubaneswar at Collectors' Conference Hall, Angul
- **2018:** Participated in Odisha State Right To Public Service Act (OSRTPSA) District Level Event held at DRDA, Angul
- **2017:** Participated in District Level PCR Act and POA Acts & Rules conducted by SCSTRTI, Bhubaneswar and Angul District Administration
- **2014:** Leadership, Team, Conflict, Stress, Time Management by Dr. RKS Mangesh Dash, Bhubaneswar (3 Days Workshop) at Puri, Toshali Resort.
- **2012:** Team Building, Leadership, Company's Growth Plan, Goal and Object Setting, Marketing Strategy by Capt. Abhay Singh, Delhi.

PERSONAL INFORMATION

- **Date of Birth:** August 17, 1979
- **Languages Known:** English, Hindi, Oriya and Bengali
- **References:** Available on Request