RESUME

**Roopali Singh**

Vasant Kunj, New Delhi (India)

Mobile +91 – 9555532041

[Roopali.singh7@gmail.com](mailto:Roopali.singh7@gmail.com)

<https://www.linkedin.com/in/roopali-singh-946a6b50>

**Professional Summary**

Seasoned professional in the NGO sector with 11+ years of experience as Program Manager, administrator and head of education for learning centre, leader of development centre and successfully managing projects. In depth site experience in the field of women empowerment, skill development and child education. Varied experience in Corporate Social Responsibility initiatives in the social and development sector involving community outreach programs, CSR program development and evaluation and fund raising.

Managerial experience of 5+ years of leading a diverse team of international and corporate volunteersand employees.

* Corporate Social Responsibility
* CSR – Donor management, engaging through events activity.
* Timely & accurately reporting along with utilization reports.
* 10+ Years of mastery over development business and signing authority on agreement/ MOU.
* Social sector industry knowledge.
* Community outreach.
* Program development & evaluation.
* Fund raising.

My key competences as developed over the years are listed below:

* A keen learner, believer in learning.
* Honest, hard working, diligent at work.
* Team player, motivator, Evaluator,
* Change management, capacity development, volunteer development, Community development.
* CSR , Donor relationship partnership.
* Strategy and implementation of programs
* Timely and accurately reporting to donors.

**Experience:**

**Business Development Consultant – with M/s. Foundation Futuristic Technologies (P) Ltd. (Forensics Guru). : Aug 2020 till date.**

**Sshrishti India Trust : Dec 2008 onwards**

Handled roles of increasing responsibility and managerial positions that have helped me build a diverse skill set and led to competency development over the years. Have been able to demonstrate learning agility and successfully transitioned into various roles, some of which were introduced for the first time in Sshrishti.

**Manager, Programs: Oct 2017 till July 2018**

* Focus on targets achievement of the programmes and make them sustainable.
* Donor satisfaction and CSR engagement
* Successfully leading and developing a team of 8 members
* Managing budgets and fund utilization for efficient program management.
* Ensuring timely and effective reporting

**Manager Administration &Outreach: Aug 2016 to Oct 2017**

* To look after Administration of the organization involving legal compliances and activities.
* CSR engagement and volunteer management
* Organizing events and celebrations in all centers and the annual event of Sshrishti.
* Management of Amba Dalmia Scholarship fund of Sshrishti.

**Manager Projects: Dec 2014 to Aug 2016**

* Managing all projects of Sshrishti including staff management and administration
* Effective and safe running of the mid day meal programme at Sshrishti centers.
* Scheduled extra- curricular activities were achieved as per target.
* Purchases like uniform were procured timely and smooth running of centers.
* Monitored expenses against approved budget for each centre.

**Head of Education: Jun 14 to Dec 14**

* Promoted as Head of Education over seeing all learning centers.

**Manager Resource Mobilization: May 2011 to Jun 2014**

* Met, managed existing donor base and added new donors.
* Helped in all areas of activities as required.

**Project Coordinator: Dec 2008 to May 2011.**

* Duties were in line with those of a Principal in School.
* First admin staff recruited in the head office of Sshrishti.

**Key achievements:-**

* Set up the learning centers like schools from scratch.
* Successfully completed and submitted a research project on “attendance outcome”.
* Received “Fund Raising & Resource mobilize Challenge” certificate of Ambassador on September 2016, Batch 10 PGPDM – SPJIMR , Mumbai- Raised 1.5 lakhs from crowd funding.
* Received letters of appreciation and gratitude along with memento by The British School, New Delhi, India,2014.
* Awarded a memento by Mr. Shashank Pandey, Co-Founder and President, Convegenius – A social enterprise aiding innovation in Education, 2017
* Worked in Leh Ladhakh for a year on child development project in 2003.

**Education details:-**

* **Post Graduate Program In Development Management – SPJIMR, Mumbai -Batch 10**

Elective: CSR and Sustainability, Social Marketing. Class of 2018.

* Master in Social work (MSW) from IASE Deemed University Rajasthan in 2012
* Bachelor in Arts from Maharishi Dayanand University, Rohtak, 1994.

**Certifications:**

* Certificate of participation for four days in ICT trainings for NON – Profit professionals from NASSCOM FOUNDATION.
* Certificate Program in Swift for professionals from NIIT, New Delhi