**Sandeep Kumar**

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**Project Operations/Implementation Management, Monitoring & Evaluation Professional**

PROFILE

* Good project management skills and ability to pay attention towards the qualitative and quantitative aspects to assist with project management activities linked to the project whenever required along with training at field level etc
* Expertise in Skill, School Development Projects
* Expertise and Experience in Baseline surveys/Need Assessment for social development projects
* Good Project Monitoring & Evaluation Skills
* Finance of Projects During Implementation
* Experience in Project Operations in Development Sector
* Handling Operational Team
* Generate, automate and produce operational reports and management information, developing templates (tools & formats) & adhering to defined templates and ensuring compliance
* Excellent knowledge of MS office and internet application skill
* Able to handle the large datasets independently
* Excellent Drafting Skills
* Having a good analysis and data interpretation skill.

KEY COMPETENCIES

Expertise in Project Operations & Budget Management, Baseline Surveys/Need Assesments, Monitoring & Evaluation, Data Analysis, Expertise in Computer Skills, Baseline Surveys Excellent Drafting Skills, Proposal Writing, Social Development, CSR

SNAP WORK HISTORY

**PHD Rural Development Foundation** (CSR Wing of PHD Chamber of Commerce & Industry) **since May 2016**

**Manager – Projects**

* Project Implementation of School Development Projects including Construction, Refurbishment, Awareness Generation and Quality Education
* Implementation of Skill Development Projects, Take care of all aspects of program from mobilization to placement , monitor progress and guide the field team on their activities. Facilitation and Information Support to Training Centres.
* Besides Skill Development, supports on Rain Water shed management projects (construction of check dams), and Health camps organized by the foundation
* Donor Management- direct coordination with the donor organization
* Prepare MIS reports, monthly reports on project activities, need based reports, developing reporting templates and adhering to defined templates and ensuring compliance
* Database Management, Reports Compilation
* Proposal Writing
* Completion and Execution of task of operations assigned by Senior Management

**DAINIK BHASKAR FOUNDATION** (CSR Wing of Dainik Bhaskar Group) **February, 2012 to May 2016**

**Assistant Manager – Monitoring & Evaluation (M&E)**

* Implement common programs, monitor progress and guide the field team on their activities. Lead the Project Operations on behalf of Project Director
* Analyze the maximum capacity of training center and plan the implementation as per the Govt. norms
* Coordinate with all operation staff and ensure that all the support activities are implemented as per the Standard Operation Manual (SOP), designed by the Ministry of Rural Development, Govt. of India
* Visit operations areas and use the observations to fine tune the project activities
* Generate, automate and produce operational reports and management information, developing templates (tools & formats) & adhering to defined templates and ensuring compliance
* Works Assists Project Head in Project Operations in DDU-GKY, PMKVY, SGSY AND ESPI Projects Operations and other skill development and livelihood projects Management of Operational Team
* Generating MIS reports Prepare monthly reports on project activities, training conducted with case studies and major outcome/ achievements as per the requirement of NIRD, Ministry of Rural Development, Ministry of Textile and State Government Authorities.
* Monitoring and evaluation
* Drafting of official communication letter to NIRD, MoRD, MoT, NABCONS and other Government Authorities
* Coordination with and facilitation to field staff for project operations
* Collection and maintenance of Data from Field Staff
* Database Management, Reports Compilation
* Correspondence with Govt. and Private Stakeholders
* Coordination with Field Staff and Consolidation of all necessary Information
* Facilitation and Information Support to Training Centres.
* Completion and Execution of task of operations assigned by Senior Management

**ISHU ENTERPRISES PVT. LTD. March 2011 to Feb, 2012**

**Sr. Executive - Production &MIS**

* Look after and Manage the Production Line
* Overall EDP operation.
* Generating MIS reports on production in company on daily, Weekly, Monthly and as per need.
* compile analyze and prepare financial records
* Letter Drafting and Mailing to the clients.
* Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office.
* Assist with overall maintenance of the organization and its office.
* Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, e-mailing, mailing and filing.
* Keep account of day to day production individually and gross of the company.

**Parivar Seva Sanstha Oct 2009 to Feb 2011**

**Coordinator**

* Overall EDP operation & systems maintenance
* Preparing MIS Reports, Billing, etc
* Uploading database , Data extractions, error analysis, status updating & invoices on web
* Reports generation (Monthly, quarterly, Annually)
* Maintenance of Websites
* Reference Data mapping & maintenance

**SATYAM INTERNATIONAL POLYTECHNIC Aug 2008 to Oct 2009**

**Assistant/Secretary to the Director**

**Brief/Nature of Work** - Official documentations and Maintenance of files, Data Entry, Email, Correspondence, Preparing Invoices, Coordinate for Affiliation and Course Completion affiliated to the Various Institutes i.e MD University, SCERT-Delhi, NOIS etc.

**Narang Scientific Works Pvt Ltd April 2006 to May 2008**

**Executive Assistant**

**Brief/Nature of Work** - Management, preparing quotations and Invoices, Maintaining Files and Documents, Managing Challans, Invoices and Correspondence, Managing Collection of Payments, Handling After Sales Service Department.

**EDUCATIONAL CREDENTIALS**

Pursuing Master in Social Work (MSW) from Uttar Pradesh Rajrashi Tondon University (UPRTOU)

B.A. History (H) from Ram Lal Anand College (Morning), Delhi University, 2004

‘O’ Level Computer Course from Delhi, 2003

Date of Birth: 15th November 1981

References: Available When Required

(SANDEEP KUMAR)

**Synopsis of Projects Undertaken**

* **Project Title: Sanitary Napkin Production Through SHG at Jolly Grant (Dehradun)**
* Client: SEWA THDC
* Duration: September 2019 – Continue…
* Project Location: Jollygrant, Dehradun, Uttarakhan
* Description: This project is being done under support from THDC- SEWA for women empowerment and livelihood generation project through sanitary napkins manufacturing. The manufacturing unit Machinery and Raw material for making sanitary napkins has been established at at Bhaniyawala, Jolly Grant, Dehradun. A women SHG comprising of 9 women have been trained in using the machine and production of sanitary napkins. Packet of the product with name 'Sahaj' has been launched. Linkages for the marketing of the product is being established
* **Project Title: Bry Air Udaan Skill Development Center for Electrician**
* Client: Bry-Air (Asia)
* Duration: May 2019 – December 2019
* Project Location: Pataudi, Gurugram, Haryana
* Description: PHDRDF with support from BRY Air (Asia) Pvt Ltd and DRI Pvt Ltd had started skill development course of Electrician training in Jatauli Village of Pataudi block in Gurugram, Haryana. in this project total 40 candidates were trained as Assistant Electrician under two batches of 3 months duration. Candidates were also provided Placement option for their livelihood in Gurugram. Candidates were also assessed by third party and got certified.
* **Project Title: Aadharsh Vidyalaya- Integrated Development of Government Schools in Gajraula, Uttar Pradesh and Malanpur, Madhya Pradesh**
* Client: TEVA API India Pvt Ltd
* Duration: December 2018 – October 2019
* Project Location: Malanpur (Dist Bhind, Madhya Pradesh) and Gajraula (Dist Amroha, Uttar Pradesh)
* Description: Need of these both schools i.e. Gajraula School and Malanpur School were different, therefore approach of the development was different too for these schools. Activities were taken on the basis of baseline survey done by me.

Malanpur School (Bhind - Madhya Pradesh)

i. Training of Teachers and Exposure Visit

ii. Development and collection of academic resources and Teaching Leaning Material

iii. Setting up of SMART Classes

iv. Setting up of STEM educational Lab/Activity Area

v. Educational wall art Building as a Learning Tool

vi. Establishment of Library

vii. Provision of Art & Craft and Physical Education and Annual Sports Day

viii. Provision of School Uniform

ix. Nutritional Supplement during Mid Day Meal

x. Provision of Educational Material such as notebooks and stationary

iii. Ground Leveling

iv. Provision of Furniture for Staff Room

v. Establishment of Rainwater Harvesting System

vi. Repair of Requisite School Infrastructure Boundary Wall, Roof, Floors etc.

Refurbishment of Toilet:

viii Construction of the Drinking Water System with Water Filtration

ix Provision of Class Room Infrastructure

x. Provision of Sports Equipment and Swings

xi. Upgrading the Mid Day Meal Area

I. Awareness Generation through Behaviour Change Communication

a) Importance of safe drinking water,

b) Significance of using toilets and keeping them clean

c) Importance of hand washing (before meals and after using the toilet)

d) Group demonstration activity and promoting of group hand washing session

e) Sessions for adolescent girls on menstrual hygiene and gender sensitization (in middle school only)

f) Eco Rally by students will be organised around the community for promoting topics on Environment like- Water conservation, cleanliness, safe drinking water etc. Inter class drawing competitions will be held on the above topics to promote environment education among school children

g) Formation and training of a WASH committee

II. School Health Camp

Gajraula School (Amroha - Uttar Pradesh)

i. Whitewashing of the School

ii. Repair of the Playground

iii. Repair of the Boundary Wall and the Floors

iv. Refurbishment of Toilet

v. School Name at the Main Gate

i. Educational wall art Building as a Learning Tool

ii. Construction of the Drinking Water System

iii. Provision of Benches

iv. Provision of Sports Equipment and Swings

v. Rugs for eating the Mid-Day Meal

I. Awareness Generation through Behaviour Change Communication

II. Preventive Healthcare - School Health Card

All the activities were completed as per the schedule

* **Project Title: Enterprise Development - Low Cost Sanitary Napkin Production Enterprise by Women Self Help Group**
* Client: TCI Foundation
* Duration: August 2018 – August 2019
* Project Location: Khunti, Jharkhand
* Description: The project titled Enterprise Development - Low Cost Sanitary Napkin Production Enterprise by Women Self Help Group aims to address the dual purpose of economic empowerment for women and provide low cost sanitary napkin to rural women and adolescent girls in and around Jamhar Village, Khunti District of Jharkhand through enterprise development of manufacturing low cost sanitary napkins. The project aims to empower tribal women and make them self- reliant through establishment of a low cost sanitary napkin production enterprise by a Women SHG. It also aims to promote hygiene and awareness and raise the self-esteem of women and encourage a sense of security to ensure their holistic empowerment - social, economic and personal aspects. Under this project an women SHG was created with the local women. They were provided training on production. A product of sanitary napkin was launched with name 'Antrang'. Marketing linkages were also established to sell the product
* **Project Title: Smile By Water**
* Client: Junior Chamber International (Japan) and Japan Water Forum (Japan)
* Duration: August 2018 – August 2019
* Project Location: Gurugram,Haryana
* Description: Smile by Water project was done under the partnership of PHD Rural Development Foundation and Junior chamber International & Japan Water Forum. This project was been started in February 2018. The objective of the project is to provide access to water in two villages; one in Mewat village Jalalpur in Tauru Block and another in Pataudi block village Ramnagar and sanitation and WaSH facilities in three Government schools in Rithoj, Hajipur and Kiranki in Sohna Block of Gurugram. As a part of the project, community drinking water facility has been established in Ramnagar Village of Pataudi Block. One new toilet block has been constructed and 4 blocks of toilet has been refurbished in Rithoj school of Sohna block. Construction of one new toilet block is in progress in Hajipur School. Team from JCI and JWF visited the project sites time to time to evaluate the progress. WASH Activities were among the most important part in schools.
* **Project Title: Various Schools Infrastructure Development Projects At Sonipat, Alwar, Sikar etc**
* Client: AICF, Faculty of Management Studies, Hindustan Tin etc.
* Duration: January 2017 – Continue…
* Project Location: Sonipat, Sikar, Alwar, Jaipur etc.
* Description: Various school infrastructure development projects has been done at various schools at various places such as Sikar, Alwar, and Sonipat etc. under various clients.

Under these projects a baseline survey has been done before the initiation of the projects and activities were finalized as per the need of the schools. under these projects various infrastructure development work has been in schools such as Whitewash of school building, toilet construction, existing toilet repair and refurbishment, drinking water construction or refurbishment. besides these many other activities were undertaken.

* **Project Title: Skill Development Centre for Stitching & Beauty Culture**
* Client: Donaldson India Filter System Pvt Ltd
* Duration: May 2016 – Continue…
* Project Location: Gurugram, Haryana
* Description: This project is being undertaken with support from Donaldson Filters India Pvt Ltd is running a Skill Development Centre since last 4 years in village Mohammadpur Gurjar, Sohna block, Gurugram.Till Date more than 250 girsl/women has been trained at this center. The girls learning at the centre are happy and more confident than before. Almost all the passed out girls are earning through their learning. In current Corona Virus outbreak, two of the girls are making masks in the in collaboration with one of the local hospital by which they are not only earning but helping the curb the insufficiency of the masks now days.
* **Project Title: Deen Dayal Upadhyaya Grameen Kaushal Yojna (DDUGKY) FKA Aajeevika**
* Client: Ministry of Rural Development, Government of India
* Duration: December 2014 – May 2016
* Project Location: Raipur, Chhattisgarh
* Description: Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) is the skilling and placement initiative of the Ministry of Rural Development (MoRD), Government of India. DDU-GKY has its origins in the Aajeevika Skills programme and the Special Projects component of the Swarnajayanti Gram Swarozgar Yojana (SGSY). The scheme focuses on catering to the occupational aspirations of rural youth and enhancing their skills for wage employment.

Implementation of DDU-GKY involves the State Governments, Technical Support Agencies like the National Institute of Rural Development and Panchayati Raj (NIRD & PR), and Project Implementing Agencies (PIAs). MoRD has notified the Guidelines and Standard Operating Procedures (SOP) to be followed while implementing the programme.

* **Project Title: Integrated Skill Development Scheme (ISDS)**
* Client: Ministry of Textile, Government of India
* Duration: August 2014 – November 2014
* Project Location: Mandideep, Raisen, Madhya Pradesh
* Description: This project was undertaken with the support from Ministry of Textile, Government of India. It was implemented at Bhaskar Industries located at Mandideep, Madhya Pradesh with the consortium with Bhaskar Industries.
* **Project Title: Special Project under Gramin Swarozgar Yojna in Madhya Pradesh and Chhattisgarh**
* Client: Ministry of Rural Development, Government of India
* Duration: March 2012 – May 2013
* Project Location: Madhya Pradesh and Chhattisgarh
* Description: This project was to train 4500 BPL youth in various skill development courses i.e. electrician, Fitter, Welder etc. and providing placements to atleast 70% of the total trained candidates.
* **Project Title: Special Project under Gramin Swarozgar Yojna in Madhya Pradesh, Gujarat, Haryana, Rajasthan and Punjab**
* Client: Ministry of Rural Development, Government of India
* Duration: March 2012 – March 2013
* Project Location: Madhya Pradesh, Gujarat, Haryana, Rajasthan and Punjab
* Description: This project was to train 2000 BPL youth in various skill development courses i.e. electrician, Fitter, Welder etc. and providing placements to atleast 70% of the total trained candidates.