

**RAVINDRA KUMAR**

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To obtain a position as a team-player in a people-oriented organization: where I can maximize my Community & Skill Development -service experience in a challenging environment to achieve the organizational and social development goals.

### Organisational Experience

**Company name – Mukta Business Solutions Pvt. Ltd. (Ace Joinings.com)**

**Designation – Project Manager**

**Duration – January 2020 to Till Date**

**Project ­– RPL PMKVY Project (Skill India)**

**ROLE & RESPONSIBILITIES**:

* To planning, execution, implementation & monitoring of projects in the field like education, skill development, health & hygiene, community development, livelihood.
* To Maintain MIS of various CSR and Government project like skill India and health camp activities.
* Maintain all the MIS, DCS, EWR, Allied Activity, Exposer visit report and document related work to the project.
* Team handling and Regular visit to the industries and Sector Skill Council.
* Planning, Monitoring, implementation and Evaluation of the Project.
* To arrange the RPL Training of the employees in different industries partner.
* Fill the **RFP and Tender** documents and Proposal Drafting as per the Eligibility Criteria.
* Prepare and signing of the MOU for the company as per the given guideline of the SSC.
* To conducted the assessment all over India as per the given guideline NSDC and SSC.
* To registered our Assessor for TOA as per the given guideline by SSC.
* Coordinate with Training Partner, Training centre and assessor to conduct the assessment all over India.

**Company name – Ponty Chadha Foundation (Wave Group)**

**Designation – Assistant Manager (Skill/CSR)**

**Duration – 1 March 2017 to 28 December 2019**

**Project ­– Vocational Training (UPSDM, PMKVY and RPL) and CSR Project**

**PREVIOUS ROLE & RESPONSIBILITIES**:

* To planning, execution, implementation & monitoring of projects in the field like education, skill development, health & hygiene, community development, livelihood.
* To Maintain MIS of various CSR and Government project like skill India and health camp activities.
* Fill the **RFP and Tender** documents and Proposal Drafting as per the Eligibility Criteria.
* Liaison with government functionalities such as DPMU, SPMU, SSC and other Government Department.
* Centre setup and CAFF Submission and TOT/TOA Registration of the Trainer and Accesses.
* Prepare progress reports on weekly, monthly and quarterly basis and communicate information about these to relevant staff.
* Maintain all the MIS, DCS, EWR, Allied Activity, Exposer visit report and document related work to the project.
* To maintaining harmonious relationship with the community & stakeholders Mobilization of resources for smooth implementation of projects Field visits & monitoring of NGOs to achieve the deliverables as per the MOUs Possess excellent documentation skill including preparing Reports, PPTs.
* Good Team Handling capability and possessing interpersonal, organizational & time management skills,
* To support team goals along with finishing assigned tasks coordinate in audit of CSR activities Engagement of employees & spouses in CSR activities.

**Company name – Don Bosco Tech Society**

**Designation – ITES Trainer/Centre Manger**

**Duration – 15 January 2015 to 28 February 2017**

**Project ­– Upsdm and CSR Project**

**PREVIOUS ROLE & RESPONSIBILITIES**:

* To generate the lead regular visit of the stock holder.
* Calling, Mobilization, training, Assessment and placement.
* Maintain all the MIS, DCS, EWR, Allied Activity, Exposer visit report and document related work to the project.
* Responsible for managing general administrative work and supervises the activities of subordinates.
* Liaison with government functionalities such as DPMU, SPMU and Assessment Agency.
* Coordination with state level government agencies, monitoring bodies and community organizations and other local partners for local brandings.

**Company name – Shivam Water Treaters Pvt. Ltd**

**Designation – Business Development Officer**

**Duration – 5 July 2010 to 15 Dec 2014**

**Project ­– Water Treatment Plant Project (RO, ETP, STP Plant)**

PREVIOUS ROLE & RESPONSIBILITIES:

* To generate the lead regular visit of the government and private organization.
* Handling the clients (major Govt. Authorities) of selling water treatment plants, and related products like Sewage treatment and effluent treatment plants Reading and fill the tenders & documentation work to participate in the tenders offered by PSUs.
* Meeting the demands of the customers through our technical and commercial offer and regular follow-ups until acquiring the purchase order.
* Maintain enquiry data base & regular follow up.
* Ensuring periodic follow-up with existing customer for reference.

**Academic Credentials**

* MBA/PGDM (Marketing & HR) from **UPTU, LUCKNOW** in 2010.
* Graduation from Bundelkhand University (Jhansi) in 2008.
* One year computer Diploma (HDCA)

**Academic Projects**

* Undertook the following project as part of the **MBA**program:
* 2 months Summer Training at **Bharat Heavy Electricals Ltd (BHEL),** Jhansi in 2008on **Sales & Advertisement Management.**

**Date of Birth:** 5th, July 1986

**Place: Delhi**

**Date:** (RAVINDRA KUMAR)