**AJAY KUMAR SINGH**

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District- Siwan, Bihar

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***Profile Summary***

MBA in Rural Management with more than 7 years experience in:

* Documentation for project closure (DDU-GKY)
* Industry collaboration
* Liasoing with Govt officials
* Client relationship Management
* Placement operation
* Vendor Management
* Execution of skill based project in multiple location.



***Professional Experience:***

**Organization:** Skill Academy Pvt Ltd

**Designation:** Placement Coordinator (Sep 2016 to till date)

**Project:** DDU-GKY, PMKVY, BSDM and CSR (DFCCIL, Tata Strive, United Way)

**Location:** Gurgaon, Haryana

**Key Deliverables:**

* Interact with recruiters at the time of placements and share the feedback with the students and domain trainer.
* Explore opportunities by visiting employer / HR agencies for trained candidate in trade like Retail operation, Hospitality, Healthcare, IT/ITES etc. across PAN India.
* Maintain document related to placement as per SOP and client needs.
* Conduct mock interview, guest lecturer in presence of faculty to build confidence
* Track performance of placed candidate on regular periodicity with help of tele-caller and collect placement document as per project guideline.
* Invite industry expert and alumni for interactive session / Guest lecture.
* Conduct house visit of the candidates who are dropout from Job.
* Organize Job Mela and campus placement for placed candidate in different trade.
* Conduct survey to understand student’s interest and employer requirement.
* Liasoing with Govt officials of SRLM / SSC / District Magistrate / Industries association and elected PRI members
* Organize campus Placement drive for trained candidate.

**Achievement:**

* Successfully submitted the document for closure of DDU-GKY project**.**
* Organized 8 Job fare at multiple location across PAN India.
* Signed Six RTD (Recruit-Train-Deploy model) with eminent organization like BATA, Yuva Shakti Foundation, Manpower, Life circle, Anant group (Rojgar), Entelnet HR services etc.
* 120+ client based data
* Placed more than 1000+ trained candidate in trades like Retail, Housekeeping, BSPA, Electrician, Fitter and IT/ITES through **campus placement / Job Fare / client location / Telephonic interview**.
* Collected 43 LOI from various industries such as Big Bazar, V2 retail, Mbazar, Citylife etc.

**Organization:** Citizens Alliance Pvt Ltd

**Designation-**: District Program Officer (Apr- 2015 to Sep-2016)

**Project:** NSDC

**Location:** Siwan, Bihar

**Key Deliverables:**

* To chalk out the various mobilization strategies jointly with the project staff such as conducting road shows/ rallies / approaching NGOs, Govt. Department and PRI members.
* Spreading awareness on the importance of Skill Development and employability through street plays, leafleting etc.
* Building strong relationship with corporate organization to attain crucial support for training activities and creating more job opportunities.
* Leading the community mobilizing activity to ramp up the awareness of the parents and maximize the participation of the candidates.
* Leading the employment generation activities in the area under the center.
* Liaison with government department for smooth implementation of project
* Done various Industries linkage to placed trained candidate.
* Provide handholding support to NSDC affiliated training partner in terms of mobilization, Monitoring and placement.
* Preparing the monthly, quarterly and annual reports in the relevant format to track performance of center.
* Client management and identification of business partner for project execution.

**Achievement:**

* Mobilized more than 400 rural youth in project location
* Organized campus placement / awareness camp / Youth mela.

**Organization:** Aga Khan Rural Support Program (India)

**Designation:** Development Specialists-Skill (Feb- 2013 to Feb-2015)

**Project:** Microsoft

**Location**: Muzaffarpur, Bihar

**Key Deliverables:**

* Provide leadership to the project of skill development & placement and developing successful model in different rural locations.
* Interaction and negotiation with private companies for placement
* Heading teams of field staff involve in the project and will be responsible for the project and also generate solutions to the problem arise in the centers
* Responsible for capacity building of the team and getting results from them by closely monitoring the progress and also provide on –going support depending upon their specific needs.
* Liaisoning with Government department, Private institutions (Corporate partners) for placement
* Responsible for regular documentation, analysis of feedback and on basis of feedback take decision to improve on the services of computer centers being run by AKRSP (I).
* Establish strong relationship with potential employer / consultant.

**Organization:** ChildFund (India)

**Designation:** Program coordinator-Livelihood (May- 2011 to Feb-2013)

**Project:** Life based project

**Location**: Deoghar, Jharkhand

**Key Deliverables:**

* Design age based projects for children, using a participatory approach that actively involves children and community in the villages.
* Prepare the annual plan and budget for cluster and partners with support of finance officer and Project Director.
* Based on Annual Plan and projects, arrive at an individual action plan on monthly basis.
* Allocate activities to the field team as per monthly plan and review the same periodically.
* Undertake field visits to monitor progress and guide the field team on their activities.
* Interact with the children and communities to measure the impact of project activities and identify any gaps/ issues to be addressed.
* Strengthen the community based organization and support team in the capacity building.
* Plan and conduct training and capacity building activities for the communities directly or through external consultant as required.
* Build associations and rapport in the community for participation of children, youth and family in the program activities.
* Support the field teams and work closely with partner organization on all development activities.
* Undertake advocacy on issues affecting the lives of children in the community.
* Prepare monthly reports on project activities, training and support the project director for consolidation of the same.
* Develop case studies and technical documents to demonstrate program impact and provide material for central Grant / Fund-raising team.
* Manage and actively support in documenting ‘success stories’ at both partner and cluster level.



***Other Competency and Interest***

**Languages**: English (First Language - Read, Write and Speak); Bhojpuri (Speak & understand); Hindi(Read, Write and Speak);

**Computer Skills**: Proficient with Microsoft Office programs (Word, Excel, PowerPoint, Outlook Express),Google Documents, Internet applications and efficient in use of enhanced software packages.

**Social Media and Online Networking**: Knowledge and experience in social media and online networkingfor development. Possess good working knowledge in using social networking sites including Facebook, LinkedIn, etc.

**Extra-curricular Activities / Interests**: Sports, Music and Films, Photography, Cooking and Driving.

***Reference***

**Available on require**