# CURRICULAM - VITAE

Santosh Kumar Rajpoot

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**(Mobilization , Documentation, Placement & Tracking Support,Assessment&Certification, Esop ,Handling All ERP Portal’s,Coordination)**

# Total Experience in Years – 7 - DDU-GKY Experience– 5 Years

**CAREER OBJECTIVE**

I wish to contribute meaningfully to the growth and success of the organization by undertaking challenging assignments and delivering results using my professional knowledge and skills.

# WORK EXPERIENCE:

Name of the Organization : **Quess Corp Ltd**

Position Held : **I.T Trainer With Center Coordinator.**

Duration : 20st Dec. 2016 to 1-Sept-2021. :

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| **Sno.** | **Current Designation** | **Organisation** | **Salary in Hand** | **Overall Experience** |
| 1 | Q -Team Member | Community Welfare Organisation | 24000 | 7 years |

# Job Profile:

* Good knowledge of Kaushal Bharat Portal, Kaushal Panjee, Candidates Documents Verification , Batch Creation , Team Handling and supporting the entire team.
* Uploading students documents on kaushal bharat portal & create Master Data.
* Support to center team for quality work, Tracking of Mobilization as well as placed candidates,
* Trainers and candidates biometric attendance verification.
* Classroom training quality inspection according ACLP.
* Candidates documents verification.
* CCTV footage verification.
* Coordinate with Govt. bodies.
* To handle the Documentation work
* General administration work like handle all query regarding admission/exam and results.
* To design and maintain a MIS database for tracking the status of training program at each of the centers (Training commencement, Trained, Placed, Dropout).
* Conducting MBA (Mid Batch Assessment Visit during the batch and verified the students dossier.
* To Co-ordinate with the center’s and ensure that the national office has updated information of all the centers every month, always ready for updating the urgent details as instruction by govt. agency.
* To provide information from this data base as per the need of the internal team, external stakeholders like monitoring agencies, funding partner and other external agency like SRLM/Team/MoRD.
* To Update and maintain the MIS Information on a weekly/daily/monthly basis for Skills / Google Spreadsheet.
* Co-ordinate with center head, center team, state team, finance team, placement team, tracking team for running the project smoothly, Uploading the Inception, Placement, Dropout for Emis Software.
* Looking after all the corporate project, especially good experience to handle the DDU-GKY Project in terms of timely updating the data/ coordinating with the entire external agency.

Name of the Organization : **ICA EDU Skills PVT LTD** .

Position Held : I T Trainer NSQF PROJECT Under Rajasthan Govt.

Duration : Sept. 2015to Sept. 2016.

# Job Profile:

* 9th to 12th  standarad Students Trained Under NSQF Level 4 Rajasthan Govt .
* Handle candidates Visits.
* Portfolio file
* Update and maintaining the data in Excel Sheet.

# Qualification :-

**Bachelor of Engineering** ( Computer Science Engg.) 2008-12 (R.G.P.V Bhopal ) With- 74.78%.

# Personal details

Father’s Name : Brijbhan singh

Date of Birth : 20. febuary.1989

Marital Status : married

Nationality : Indian

Native Place : Lalitpur, UP-284403

**Declaration:**

I hereby solemnly affirm that all information given above is quite true to my knowledge.

Place :Lalitpur SANTOSH KUMAR RAJPOOT

Date:-………

Reference.

### Mr. Dileep Sir

Quess corp ltd- MIS Head

Mob: 9999601304