

## RESUME

### AJAY KUMAR MISHRA

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### CAREER OBJECTIVE

To leverage over 15 years of experience in banking and over 9 years in the social sector to contribute to organizational growth with integrity, dedication, and a commitment to excellence.

### PROFESSIONAL EXPERIENCE

Head – Admin & Finance

Kalamandir – The Celluloid Chapter Art Foundation

June 2021 – Present

- Lead all administrative functions and manage financial operations, including microfinance portfolio.
- Coordinate and liaise with senior government officials to ensure successful project implementation.
- Oversee the progress of major projects, including:
  - BRLF-Ford Foundation Watershed Project
  - MGNREGA CFP, NABARD-TDF-WADI, IWMP (RDD, GOJ), and various state-level missions.
- Achievements: Successfully delivered projects within set timelines, maintaining high standards of excellence.

State Head – Skill Operations

All India Institute of Local Self-Government

July 2018 – April 2021

- Managed organizational operations across Jharkhand, including financial oversight, proposal development, and government project budgeting.
- Developed MoUs, Service Level Agreements, and quarterly/project closure reports.
- Coordinated with stakeholders for smooth project execution and handled project monitoring & evaluation.
- Spearheaded business development efforts to expand operational footprint.

Head – Admin & Finance

Kalamandir – The Celluloid Chapter Art Foundation

January 2015 – July 2018

- Led administrative and financial functions, including the management of microfinance projects.
- Oversaw project execution and liaised with senior government officials for successful implementation.
- Managed and monitored key initiatives such as NABARD-TDF-WADI, IWMP of RDD, and Smart Village projects.
- Achievements: Delivered projects on time with consistent success.

Head – Finance & HR  
Himachal Construction Company Pvt. Ltd.  
2012 – 2015

- Managed all aspects of company finances and HR policies at the apex level.
- Ensured compliance with human resource development and planning.

Senior Branch Manager  
Dena Bank  
1995 – 2008

- Led various large branches, specializing in industrial finance and corporate credit management.
- Responsible for business development, team management, and achieving branch targets.
- Recognized for excellent NPA recovery in the Eastern Region.

Probationary Officer  
Dena Bank  
1993 – 1995

- Worked across various branches in Maharashtra, handling core banking operations and customer service.

## **TRAINING & CERTIFICATIONS**

- CAIIB-Certified Associate of Indian Institute of Banking and Finance
- JAIIB-Certified Associate of Indian Institute of Banking and Finance
- Induction Course for Probationary Officers, Dena Bank
- Refresher Course for Probationary Officers, Dena Bank
- Discipline Management
- Credit Appraisal
- FEDAI Workshop
- Customer Relationship Management
- Master Trainer for Panchayati Raj Department, Jharkhand
- Financial Inclusion, BIRD Lucknow
- ToT for Master Trainers by UNICEF (Health, Nutrition, Sanitation, Education, Child Protection)
- Master Resource Person (NIRDPR)
- National Trainer, NHSRC, National Health Mission, Government of India (Capacity Building of PRIs & SHGs on Health)
- Empanelled Trainer of SUD life, Bajaj Allianz for Soft Skill and behavioural Training
- Empanelled Trainer of Tata Steel Foundation for PRI Trainings
- Empanelled Trainer of Abhiyan Academy , IIBF Accredited Institute for DRA Training Bilaspur CG
- Empanelled as State Resource Person of SRLM- JSLPS, Govt. of Jharkhand.

## **ACHIEVEMENTS**

- Dena Bank: Consistently exceeded targets, recognized as the best performer for NPA recovery in

Eastern Region.

- Kalamandir: Successfully managed and completed numerous high-profile projects within timelines.
- Training & Facilitation: Contributed as a master trainer for Panchayati Raj, National Health Mission, and other social sector programs, training over 1500 elected representatives and community leaders. Imparted trainings on behavioural Science and Soft Skill to many organisations.
- Actively involved in various community and social initiatives.

## **EDUCATION**

- MBA-HR (First Class), Lovely Professional University (LPU)
- PGDRD (First Class), Indira Gandhi National Open University (IGNOU)
- CAIIB, Indian Institute of Banking & Finance (IIBF)
- JAIIB, Indian Institute of Banking & Finance (IIBF)
- Graduation, Magadh University, Bihar
- Matriculation, Bihar Board

## **SKILLS & COMPETENCIES**

- Financial Management & Budgeting
- Project Management & Coordination
- Capacity Building & Training
- Government Liaison & Stakeholder Management
- Strategic Planning & Proposal Development
- Monitoring & Evaluation
- HR Management & Policy Compliance
- Microsoft Office Suite & Internet

## **LANGUAGES**

- Hindi (Fluent)
- English (Fluent)
- Marathi (Intermediate)
- Gujarati (Intermediate)
- Bhojpuri (Fluent)

## **PERSONAL DETAILS**

- Date of Birth: January 5, 1968
- Father's Name: Late Shri Sachchidanand Mishra
- Marital Status: Married
- Nationality: Indian

## **ADDRESS**

S/26, VIth Phase, Adarsh Nagar, Sonari, Jamshedpur, East Singhbhum, Jharkhand 831011

Place: Jamshedpur

Date: 22.12.2024

(AJAY KUMAR MISHRA)