

Curriculum Vitae

Manoj Kumar Mandal

Objective : To utilize my skills and knowledge to grow professionally on mutual benefit of both parties in those sectors that provides me the opportunity to do so.

Permanent Address : C/o – Lt. Mahadeo Mandal
Vill- Dahichuwa, Po- Patharia,
Ps- Ramgarh, District- Dumka, Jharkhand
PIN-814102

Present Address : Vill- Dahichuwa, Po- Patharia,
Ps- Ramgarh, District- Dumka, Jharkhand

Date of Birth : 15th March. 1991.

Contact Details : Mob no- 8226820671, 8210181191
E-mail id- **manoj822682@gmail.com**

Educational Qualification

Examination / Year	Institute / University	Percentage
M.A(Economics)-2018	Sido Kanhu Murmu University, Dumka	64.75
B.A (Economics)-2013	Sido Kanhu Murmu University, Dumka	61.12
Higher Secondary- 2009	Jharkhand Academic Council	60
Secondary -2007	Jharkhand Academic Council	67

Computer Knowledge

- Basics in Computer like MS. DOS, MS. Office and Internet etc.
- Compatible with all versions of windows.

Experience:

1. **Master Trainer (Bridge Education cum Life Skill)** in Tejaswini Project under “**Jharkhand Women Development Society**” funded by World Bank & Jharkhand Government at District Social Welfare Office, Godda Dist- Godda, Jharkhand –05th July 2021 to till Now.

Job Responsibilities:

- Provide bridge education and life skills education to Youth Facilitators and Peer Leaders to deliver the life skills education curriculum.
- Provide mentoring support to Youth Facilitators in planning and executing Life Skills Education sessions at Club level.
- Support Youth Facilitators in planning and executing life skills education sessions at community level.
- Submit periodic life skills education reports and data input regarding trained beneficiaries in the Program MIS.
- Coordinate with the line departments and allied agencies for bridge education and life skills training under Tejaswini project. Monitor the trainings sessions and capacity building activities at district, block and cluster wise.
- Linking AGYW to other livelihood and employment schemes of government after completion of Skill Trainings and Bridge Education program under Tejaswini project. vii. Monitor project's training and capacity building performance at block and cluster level.
- Coordinate with respective Block Resource Implementation Units (BRIU) to ensure.
- Implementation of related community level interventions by corresponding Community
- Service Provider/s and other Service Providers.

- Assess quality of the training programs and action taken for improvement
2. **Field Coordinator (Bridge Education cum Life Skill)** in Tejaswini Project under “**Jharkhand Women Development Society**” funded by World Bank & Jharkhand Government at- Block- Dulmi, Dist- Ramgarh, Jharkhand –November 2019 to 30 June 2021.

Job Responsibilities:

- Management and inspection of every activities of Tejaswini Centers of Tejaswini Club
 - Contribution in establishment of Tejaswini club and Centers.
 - Proper guidance to YF in managing activities of Club.
 - Arrangements of training programmes on Centre levels for YF's and Peer Leaders and guiding them.
 - Arrangements of social and cultural programmes on centre level.
 - Placement of employments with the help of Service Providers.
 - Inspection of activities done by employees of the centers.
 - Providing assistance to the service providers for skill development programmes etc.
 - Maintaining records and regular reporting in centre level
 - Compliance of orders given by DRIU.
3. **Bridge Education cum Life Skills Trainer** in Vikash Bharti under Tejaswini Project (Govt. of Jharkhand) Block- Ramgarh, Dumka. (April 2019 to November 2019)

Job Responsibilities:

- Overall project responsibilities within responsible Cluster area.
 - Liaising, reporting to higher authority and monitoring, planning in responsible Cluster area.
 - Identifying and registering of existing AGYW into project deliverance.
 - Empowering AGYW in social and financial way by delivering module training.
 - Time to time awareness generation of community to different government programs and community rights.
4. **Panchayat Sewyam Sewak (PSS)** in Block- Ramgarh, Dumka under Panchayati Raj Department (September 2016 to August 2019)

Job Responsibilities:

- Mobilize community for Swachh Bharat Mission, Sarkar Apke Dwar PMAY-G etc.
5. **Teacher** Ramkrishna Residential School, Ramgarh, Dumka (March 2014 to December 2014)

Hobbies : Meeting With New People, Eating Spicy Food, Travelling.

Extra-Curricular activities : Cricket, Football, Badminton.

Languages Proficiency : English, Hindi, Santhali, Bangala, Khortha

Reference : 1. Sanjeev Ranjan, District Coordinator, JWDS Godda.
2. Md. Yaseer, Program Officer, JWDS Godda.

Declaration

I hereby solemnly declare that the above mentioned information is correct up to my knowledge and belief. I bear the responsibility for the correctness of the above mentioned particulars.

Place: Dumka, Jharkhand

Date: 27.07.2024

Signature
(Manoj Kumar Mandal)