

Kaushal Kishor Tiwari

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OBJECTIVE

To work in integrity with company goals and to be part of a growing organization offering a chance to excel impersonal and team work achievement by applying my knowledge and technical skills to their best for the growth of the organization.

WORK EXPERIENCE: - 7.0 YRS (APPROX.)

1- Jharkhand Women Development Society (JWDS), GoJ, Ranchi. DURATION: July 2020- till date.

POST- Programme Officer (ME&L, MIS), Latehar, Jharkhand

1. To coordinate with all Block Resource and Implementation Units (BRIU's) of the district to ensure all community level interventions.
2. Responsible for community mobilization activities and sensitization activities at community level and capacity building of all the human resource placed at district, block and cluster level.
3. Work in coordination with the outsourced service providers to ensure qualitative and timely accomplishment of the deliverables.
4. Responsible for implementing public education and communication campaign aimed towards sensitizing key stakeholders on the issues related to AGYW and Tejaswini at the block and community levels.
5. Coordinate and monitoring of formation of Tejaswini club through Youth Facilitators and facilitating BRIU for the same.
6. Coordinate and liaise with the district and block administration for related project intervention and IEC activities.
7. Liaoning and coordination with different service providers at district level and monitor their work and implementation at block and community level.
8. Coordinate with the line departments and allied agencies for linking beneficiaries to appropriate bridge education and life skill training.
9. Coordinate with banks and financial institutions for financial assistance to AGYW for benefits of various services.
10. Support District Coordinator in supervision, providing technical inputs and monitoring projects performance.
11. Monthly updating of program MIS at district level and preparation of periodic monitoring reports for submission to JWDS.
12. Documentation of the best practices/innovative approaches/case studies, etc. from field level.

2- DISTRICT E-GOVERNANCE SOCIETY, Palamu (G.O.J) DURATION: MAY/2017-July/2019

POST- E-Block Manager

Responsibilities included:

- Managerial, supervisory & operative / Monitoring & evaluation and MIS Report.
- Support district e-governance society in program management and last mile implementation in all the gram panchayats within the respective district administration.
- Support district administration/DeGS for any other activities assigned by district administration/DeGS for successful roll-out of the project.
- All types of report preparing weekly, monthly & yearly in Govt Portal.

3- NHM, New Delhi

Duration: Sep/2015- Mar/2017

Post- Data Manager

- All types of report preparing weekly, monthly, quarterly & yearly in ms-office and letter drafting & typing in both languages (Hindi or English).
- Entry in mis of central portal.
- Organizing meeting with Civil surgeon and other Hospital staffs.
- Preparing meeting proceeding of minute to minute and drafting
- Internet related works (mis, e-mails, upload, compile).
- Monitoring of health infrastructure equipment.
- Monthly updation of report in government portal and compiling data.

Educational qualifications:

- M-Tech in computer science from svu sagar in 2013-2015
- B. Tech in computer science Engg. from SSIET under P.T. University 2007-2011
- PGDMC from NPU in 2012-2013
- PGDRD from IGNOU
- Sen. Sec. School examination from JAC, Ranchi.
- High school examination from CBSE, New Delhi.

Personal information:

- Father's name : Mr. Surendra kumar Tiwari
- Date of birth : 17 jan1991
- Religion : Hindu
- Gender : Male
- Marital status : Unmarried
- Nationality : Indian
- Language known : English, Hindi

1- Networking:

- Networking with external stakeholders, donors and Government agencies to get necessary clearances for programs and leveraging resources.
- Liaison with other local NGOs and key stakeholders at the regional and state level.
- Network with key government departments for resource mobilization.
- Representing the organization in important forum and platforms to share lessons learned and best practices.

2- Livelihood Promotion:

Leading team in Eastern region for livelihood promotion through skill development projects supported by various government and corporate donors.
Providing program support to skill development projects being implemented in other regions of the organization.

3- Project Management and Planning:

- Developing annual regional plans and ensuring adherence to it.
- Facilitated in the preparation of organizational and Project LFA and coordinating periodic review in tune with changing project environment.
- Leading the periodic regional review for understanding of bottlenecks and formulating suitable corrective strategies.

4- Research and Documentation.

- Active involvement in research studies conducted at regional and national level.
- Development of research/study methodology and study tools.
- Undertaking data analysis and report writing for the studies conducted.

5- Monitoring and Evaluation & MIS.

- Designing and developing MIS systems for various projects.

- Generating MIS reports and data for projects for facilitating review and constant monitoring. Preparing the consolidated monthly Process Indicator Forms (PIF) and narrative reports for internal review and for submission to donors.

6- Community Based Skill Training Programme

- Facilitating capacity building of the grass root NGOs for implementing community based market led skill training projects across India for school dropout youth with focus on entrepreneurship Supported community based skill training projects with a focus on entrepreneurship across India Assisted in trades like mobile repairing, welding, drivers, electrician, plumbing, catering coupled with soft skills like accounting, documentation, presentation, conversation etc.

Key Skills

- Always keen to take new challenges and responsibilities
- Good Problem-Solving Approach.
- Flexible and Quick Learner.

Strengths

- Sincere and hardworking.
- Ambitious and committed to excellence, deadlines, and schedules.

Hobbies:

- Net Surfing and Making
- Music
- Friends, Dancing, Listening

Declaration

I hereby declare that the given above information are true to the best of my knowledge and belief and can be supported with reliable documents when needed.

Place: Ranchi.

KAUSHAL KISHOR TIWARY