Shailendra Kumar Singh

E-mail id: shail2336@yahoo.com

Contact no: 9065327487

Career Objective:

To pursue a challenging career in an organization that would enhance my skills and provide me with professional satisfaction and growth.

Work Experience: -

January 2020 to Present

Working as Vocational Coordinator

- Monitoring all the schools sanctioned under SSA.
- Coordinating Trainers to work according to SOP of Vocational Education.
- Reporting to PMU and JEPC.
- Liaising with Government.

March 2019-January 2020

Worked as Vocational Trainer

- Worked in SSA Project
- Skilling the students of Govt. school according to the curriculum.
- Availing Guest Lecture and arranging Industry visit for the students according to the guideline of NSQF.

January 2017 to Feb 2019

Worked as Center Coordinator in Rujhaanskill IT Solution PVT LTD

- Worked in PMKVY
- Developing of curriculum content according to ACLP.
- Managing Different Center in Chatra.
- Completion of training and Placement under the time frame of course Duration.

Jan 2016 to December 2017

Organization   -   Aisect.

Designation   -   Vocational Training Coordinator

Role & Responsibilities:-

- Worked in NSQF Project.
- Monitor and give training support to all govt. schools according to guideline of RMSA.

Aug 2014 – Dec 2016

Organization   -   CL Educate Ltd.

Designation   -   Trainer-Data Entry Operator

Role & Responsibility:-

- Working in DDUGKY Project.
- Mobilize local community train them according to guideline of **JSLPS** and Place them.
- Looking for prospective places where we can expand our work.
- Mentoring and training up junior and new staff.
- Monitoring & reporting on standards & performance targets.
- Motivate team members and creates a positive working environment.

July 2012 – August 2014

      Organization   -   Anudip Foundation for Social Welfare
      Designation   -   IT Trainer

Role & Responsibilities:-
- At first mobilize the local Community to collect students looking for job, motivate them that due to lacking in their skills you are not getting your start. Guidelines for the career.
- Train the students according to their placement criteria.
- Place the students at their local.

February 2005 – July 2012

      Organization   -   Softech Computer Center Itkhori, Chatra
      Designation   -   Computer Faculty

Responsibilities
- Teach students MS Office, DTP, Internet, Tally, Hardware and networking
- Community mobilization.

October 2003 - November 2004

   Organization: Aptech Pvt Ltd. New Delhi.

   Designation - Computer Faculty

   Role& Responsibilities:-
- Teach Computer Fundamental and MS Office.

Educational Qualifications:

- Graduation from Shobhit University, Meerut in English (Hons) in 2013.
- Intermediate from Lions Public school, C.B.S.E in Science in 1998.
- Matriculation from ISL Sudamdih Dhanbad, C.B.S.E in 1995.

IT Skills:

- ADCA from Aptech, Delhi
- Efficient in MS Word, MS Excel, MS PowerPoint and Internet.
- DTP – Photoshop, Pagemaker, Corel draw
- Accounting Package – Tally
- Basic Hardware and Networking

AREAS OF EXPERTISE
- Supervising
- Strategic planning
- Ability to motivate people

Personal Details:

Name	-	Shailendra Kumar Singh
Date of birth	-	20th April 1980
Father's Name	-	Sh. Kapil Dev Singh
Gender	-	Male
Marital Status	-	Married
Nationality	-	Indian
Address	-	S/O Shri Kapil Dev Singh
		Vill:-Pakaria; Po:- Loram; PS:-Itkhori
		Dist:-Chatrai, Jharkhand.

Declaration:

I hereby declare that all the information given above is true and I hold the responsibility of its authenticity.

Shailendra Kumar Singh