

Rupam

Assistant Program Manager

+91-7393808302 | rupam.1995@gmail.com | Gurugram, INDIA | Experience: 6 Years 3 Months

Dynamic and impact-driven Rural Development Professional with more than **6 years** of experience in Project Management, Community Development, and Team Leadership. Proven expertise in implementing **Livelihood, Education, WASH, and Environmental Awareness** projects. Adept at Training design, MIS management, Proposal & Content writing, and facilitating multi-stakeholder collaboration. Seeking a growth-oriented role in a progressive development organization.

SKILLS

- Project Management
- Project Coordination
- Community Mobilization
- Capacity Building
- Training Design
- Budget Management
- Stakeholder Liaison
- Implementation
- MIS & Documentation
- Multiple Project Managed
- Proposal & Content Writing

WORK EXPERIENCE

Assistant Program Manager - Prayatna

Jun 2024 - Present

At Prayatna, I am managing multiple projects on Livelihood, Education, Skills & Environmental Awareness. My role encompasses:

- Strategic Planning
- Project Implementation
- Monitoring and Evaluation
- Training Content Development- Soft Skills, Education, SHG Strengthening
- Budget Management
- Stakeholders Management
- MIS and Report Writing

Block Mission Manager - Uttar Pradesh State Rural Livelihood Mission

Jan 2021 - Jan 2024

As a Block Mission Manager in Uttar Pradesh State Rural Livelihood Mission (UPSRLM), I have successfully collaborated with women SHGs to enhance their livelihood activities through skill-based trainings, capacity building initiatives, and entrepreneurship development, among other interventions. My role as a Block Mission Manager was:

- SHG Training & Capacity Building
- Entrepreneurship Development
- Stakeholders Management
- Livelihood Based Project Implementation
- Overall MIS management and Reporting
- Large Team Management

Development Organizer - Aga Khan Rural Support Programme (AKRSPI)

Apr 2018 - Dec 2020

Lead and Managed the Projects of Water and Sanitation Programme such as School WASH and Menstrual Hygiene Management. My Role encompasses:

- Project Coordination- School Hygiene Education Programme (SHEP) & Menstrual Hygiene Education
- Team Management
- Budget/Fund Management
- MIS and Reporting

PROJECTS

Pradhanmantri Kaushal Kendra

30 Days

In the one-month internship I have worked with **IL&FS Skills**. They Have worked on a government scheme called Pradhanmantri Kaushal Kendra. In which I have analyze their method of work, social mobilizing, training, capacity building of students and reporting.

Analyze learning skills of the children of puppet community

45 Days

In the Udaipur district of Rajasthan I have the opportunity to analyze the puppet community. I have visited there about half a month to understand their children's learning method and mindset to start their profession in the same thing that their ancestors do by the period of time.

Impact Assessment and Energy need Assessment Project

30 Days

I have done 15 days work on Impact Assessment of the Livelihood Project of a particular village in which the organization started the work. And the other 15 days I have worked on Energy Need Assessment Project in which they tried to assess and analyze the basic need of solar energy in that particular area.

EDUCATION

2018 MBA | Rural development

Govind Ballabh Pant Social Science Institute ,
Allahabad
Marks- 73%

2015 B.Sc | Biology

Deen Dayal Upadhyay Gorakhpur University
(DDUGU)
Marks - 52%

2012 12th | Intermediate

Uttar Pradesh,
Hindi
Marks - 60.0%

2010 10th | Matriculation

Uttar Pradesh,
Hindi
Marks - 60.0%

ADDITIONAL INFORMATION

Languages: English, Hindi