**Feba Merin Abraham**

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**Senior Analyst - Apprenticeship**

Results-driven professional with 6 years of experience in the Social Development Sector, specializing in government skilling projects under the Ministry of Skill Development and Entrepreneurship. Proven expertise in policy development, strategic planning, analysis, and project management. Adept at stakeholder engagement across government and private sectors, with a strong track record of contributing to key government objectives. Additionally, I am a subject matter expert in apprenticeship programs, including the NAPS scheme, with experience in implementing government skilling initiatives.

# Skills

* Project Management
* Research and Analysis
* Program Evaluation and Monitoring
* Capacity Building & training Sessions
* Strategic Stakeholder Engagement

# Languages Known

* English
* Hindi
* Malayalam – Native

# Professional Experience

**Senior Analyst – Apprenticeship**

National Skill Development Corporation (December 2021 - Present)

# Results-driven Senior Analyst with a proven track record in leading the implementation of critical initiatives, such as the Direct Benefit Transfer (DBT) Scheme, at the National Skill Development Corporation. Skilled in operational management, team leadership, and program execution, with notable achievements including the successful onboarding of 10 lakh apprentices and disbursing ₹700+ crore in stipends during FY 2024–2025. Adept at strategic planning, training facilitation, and process optimization, with a strong ability to manage cross-functional teams and drive organizational success.

# Policy Development and Implementation

1. Playing a pivotal role in the successful implementation of the Direct-Benefit-Transfer scheme by the Ministry of Skill Development and Entrepreneurship (MSDE), disbursed Rs. 720 Cr . 98% successful ratio each month.
2. Leading Grievance management, resulting in a significant reduction in escalations, and implemented intuitive, user-friendly system modules.

# Successful Implementation of Direct Benefit Transfer Scheme through Aadhaar Payment Bridge System (APBS), Rs. 720 Cr (approx.) disbursed to apprentices through APBS successfully.

* **Stakeholder Engagement and Collaboration**
1. Conducting over 100+ online and offline training sessions, fostering active engagement among stakeholders and third-party aggregators.
2. Collaborated in Cluster Campaigns, skillfully onboarding new companies, and adeptly handling stakeholder queries.
3. Close co-ordination with local Government state governments officers, RDSDEs, AAAs.

# Curriculum Development and Program Enhancement

1. Aligned 500+ courses with the NSQF framework, simplifying courses and implementing impactful changes on portal functionalities.
2. Revamped assessment and certification processes, leading to the seamless implementation of National Apprenticeship certificates for industry-oriented trade trainees.

# Portal Management

1. 100+ functionalities were introduced, and testing has been conducted to make the portal user friendly and efficient.
2. Led Demonstration of Apprenticeship portal for Ministry of Co-operate Affairs (MCA)

# Reporting and Data Analysis

1. DBT Report Analysis: Conducted in-depth examination to assess progress and impact, enabling proactive measures to mitigate potential delays and ensure timely disbursements.
2. Amplified the growth of establishments’ participation in DBT and maximum disbursements to apprentices. Increased the monthly beneficiaries of DBT from 3 Lakhs to 6 Lakhs, resulting in an increase in the amount from 40 cr to 65 cr in disbursements per month.

# Coordinator – Apprenticeship

Tourism and Hospitality Skill Council (July 2019 – December 2021)

As a Coordinator, managed the skill development project NAPS and stakeholder engagement under the Skill India mission for Tourism and Hospitality Sector Companies.

# Project Management and Stakeholder Engagement

1. Collaborated with stakeholders for projects under the Skill India mission, focusing on the National Apprenticeship Promotion Scheme (NAPS) program.
* **Coordination and Program Monitoring**
	1. Coordinated meticulously with HR Teams to ensure NAPS compliance, covering aspects such as registration, tele-counselling, and apprentice assessments.
	2. Monitored program implementation effectively in the tourism and hospitality sector.

# Training, Policy Guidance, and Industry Engagement

1. Conducted training sessions and resolved issues for stakeholders.
2. Organized webinars, seminars, and workshops with industry professionals.
3. Provided policy guidance to stakeholders and ensured industry engagement.

# Data Management and Curriculum Development

1. Maintained databases on program performance.
2. Developed a new curriculum for apprenticeships in the Tourism and Hospitality sector.

**Executive Assistant- Admin Office**

New Delhi YMCA (March 2019 – June 2019)

1. **Career Counselling and Guidance**: Provided personalized career counselling to students and parents, addressing their queries and helping them navigate educational and career pathways effectively.
2. **Administrative Reporting and Coordination**: Acted as a liaison between the front office and administration, ensuring seamless communication and accurate reporting of activities and outcomes.
3. **Customer Service and Query Resolution**: Delivered exceptional front-office support by resolving student and parent inquiries promptly, fostering a positive experience for all stakeholders.

# Academic Qualification

1. Post Graduate Diploma in Office Management, New Delhi YMCA (2019)
2. Certified A1 level in French from Alliance Français de Delhi (2019)
3. B.A. in French and Philosophy, Jesus and Mary College, Delhi University (2015-2018)
4. Senior Secondary School, CBSE, Kerala Education Society (2013-2015)