

Skills & Abilities

- Multi-tasking
- Partnership Management & Liasioning With stakeholders (Community, Govt. dept, Donors and NGO's)
- Effective project management skills including Grassroot implementation and financials
- Youth Engagement and Employment
- Strong Facilitation and presentation skills at all relevant levels
- Excellent data analysis and Reporting skills
- Ability to work in a multi-cultural/multi-disciplinary team
- Ability to develop system and protocol

Employment History

Name of Organization	Designation	Vertical	Location	Year
Radico Khaitan Ltd.	CSR Manager	Skills, Water&Health	Rampur, UP	Sep 2024 to till date
A-PAG	Program Manager	Environment	Mathura, UP	Nov 2023 to Sep 2024
Vikalpa Foundation Trust	Community Engagement	Education	Rewari, Haryana	Aug.2022 to May 2023
UNV (UNDP)	District Youth Officer	Youth Engagement	Haridwar, Uttarakhand	May 2020 to July 2022
Ministry Of YouthAffairs and Sports	Program Coordinator	Youth Engagement	Badaun, UP	Nov.2018 to Oct.2019
Bharti Group (CSR)	Cluster Coordinator	Education	Jodhpur, Rajasthan	Feb 2017 to Nov 2018

Radico Khaitan Ltd.

Manager- CSR

- Leading plant level CSR activities (Water, Skill & health projects)
- Managing CSR budget <2 Cr.
- Stakeholders Management and Government Lesioning
- Leading all administrative functions of the project including hiring, onboarding and training of the staff.
- Proper monitoring of the ongoing projects.

A-PAG (Air Pollution Action Group)

Program Manager

- Work closely with district leadership to ensure timely implementation of processes and planned actions, including on-ground survey preparation, IT system readiness, and training of official.
- Build relationships with officials at all levels within ULBs, from junior engineers to top leadership like District Magistrates, Municipal Commissioners, Facilitate coordination among ULBs.
- Establish a robust monitoring and review process to track progress and address issues identified on the ground. Conduct structured reviews in the area to ensure continuous improvement.
- Use insights gained from engagement with government leadership to identify problem areas and develop initiatives to address air pollution. Pilot new initiatives aimed at tackling pollution in the city.
- Oversee third-party vendors supporting the project, including survey agencies and IT vendors. Provide guidance and ensure their effective functioning in line with project objectives.

Vikalp Foundation Trust

Manager-Community Engagement

- Successfully implemented Haryana Super-100 & Mission Buniyad program in a close coordination with department of education and District administration, Planning, implementation, monitoring of program based on indicators.
- Maintain close Liaising with key stakeholders and seeking timely support as and when required.
- Overall, I am responsible for all campus departments (office administration, Security, personnel management, public relations, housekeeping, Mess & canteen, housekeeping, Vendor management)
- Supported Mobilization team to organize Seminars, Workshops, Orientation session, counselling, community outreach events. Ensure all logistical arrangements at campus to streamline day to day operations necessary for imparting quality education to students.
- Lead all administrative functions of project including Hiring, onboarding, Induction, and training of Project staff.
- Ensure all documentation and reporting to the project and responsible for government correspondence.

United Nations Volunteer (UNDP)

District Youth Officer

- Lead the department at district level to ensure rollout of the Annual action plan of NYK & Ministry of Youth affairs
- Lead Namami Gange Project and ensure youth participation in volunteering activities to protect flora & fauna in Haridwar District.
- Overall, in charge (Administrative, Finance and Program) at district level for volunteering and youth development activities.
- Formed and Revive more than 700 Youth clubs at village level, strengthening of Youth clubs to promote volunteering activities, Maintain close liaison with District Administration, Developmental departments, and youth clubs.
- Engage youth clubs at village level to activate various public system interfaces (VHSNC, SMC, Gram Sabha) to maximize outreach of various govt schemes by handholding support of beneficiaries.
- Responsible for personnel administration. General administration, financial management, legal, vigilance management, recruitment, grievance handling, disciplinary action, training and development
- Ensure documentation, MIS and reporting of progress to United Nations, National mission for clean ganga and District administration on various govt. portal.

Ministry of Youth Affairs & Sports

Program Coordinator

- Developed action plans for Implementing ongoing government programs, schemes to empower youth.
- Maintain close liaison with stakeholders, District Administration, Government Departments, NGOs, Youth Clubs SHGs.
- Provide Instruments of empowerment of youth like skill generation, awareness creation about health, life skills, and self-employment

Bharti Foundation (Airtel CSR)

Cluster Coordinator

- Implemented Quality support program in Balesar block of Jodhpur District of Rajasthan
- Supported School Heads / Principals and strengthen the curriculum planning, delivery and classroom transaction process for improved effectiveness.
- Empower students by organizing various co-curricular activities through the session. to maximize their board score building of students by delivering various interactive modules which help them to maximize their board score.
- Support to teachers through interaction sessions.
- Subject weeks conducted in schools for Science, English and Math which will be linked with the annual curriculum and include projects, activities and assignments to reinforce the learning.
- Technical support extended to schools through mentoring subject specific handholding to teachers.
- Support difficult concepts and conduct specific need-based refresher training and small modules.

- Extending support in planning the entire academic year including curriculum rollout, remedial, assessments and processes for ongoing monitoring and mentoring.
- Specific support regarding tools and instruments discussed and introduced in consultation with schools at a later stage post project initiation.

Key Achievements

- Served as Assistant Nodal Officer (Voters Awareness) in General Elections 2019.
- Served as Sector Magistrate in Kumbh Mela – Haridwar in 2021
- Raised approx. 10 Lakh rupees from Community contribution for Science, Computer laboratories and Library.
- Qualified Various competitive Exams conducted by UPSC, UPSSSC, IBPS and RBI.
- Plated 551 Plants till date with 90% Survival rate.
- Distributed 5 Lakh Masks and 50000 Dry Ration Kit during COVID-19 Pandemic
- Recognized by work during COVID-19 by Ramesh Pokhariyal Nishank (Honorable Education Minister of India) in 2021.

Academic Qualification

S.no	Program/Course	Institute	Duration	Year
1	PGDCSR (Ongoing)	IGNOU	1 year	2024
2	Diploma in Elementary Education	CV Degree college, Agra	2 years	2023
3	Master of Social Work (MSW)	Institute of Social Sciences, Agra	2 Years	2016
4	B.com	Dr. B.R. Ambedkar University, Agra	3 Years	2012
5	Senior Secondary	UP Board	1 Year	2009
6	Secondary	UP Board	1 Year	2007

Personal Details

Father’s name

: - Mr. Rakesh Singh

Marital status

:- Married

Language

: - Hindi, English

Address

: - Village and Post Kharsuliya, Tehsil Aliganj, Etah -UP 207250

Date -20/10/2024

Place-Rampur

(Himanshu)