



SATYAM PANDEY

DEVELOPMENT PROFESSIONAL

[New Delhi](#)

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SKILLS

- Stakeholder Engagement
- Interpersonal communication
- Problem Solving Approach
- Team Management
- Budget Handling
- Documentation and Data management
- IT Skills
- Training
- Facilitation
- Content Creation
- Program Management
- Proficient in Canva, MS Office (Excel, Word, PowerPoint)

EDUCATION

2021 - 23

Dr CV Raman University, Vaishali, Bihar

- Master in Social Work

2020 - 21

Kurukshetra University

- Master in Mass Communication

2019 - 20

Indian Institute of Mass Communication, New Delhi

- PG Diploma in English Journalism

2016 - 19

Patna College, PU, Patna Bihar

- Bachelor's in Journalism and Mass Communication

CERTIFICATE

- Negotiation Professional Certificate by American Negotiation Institute
- Microsoft Excel Course – ISO 90001:2015
- Typing Certificate
- Achieved certificate in Project Management Fundamentals and Explorations into Mindfulness from IBM SkillsBuild.
- Completed Accessibility-Excel course from SkillUp
- Edx - Team Collaboration
- Jodi Glickman on Pitching Yourself (2018)
- Excel: VLOOKUP and XLOOKUP for Beginners
- Project Management Foundations: Budgets

PROFILE

A passionate and results-driven development professional with 5+ years of experience working in the development sectors. Proven expertise in designing, implementing, and evaluating programs in Education, Healthcare, ECCE and work on Sustainability. Skilled in conducting needs assessments, stakeholder engagement, managing team and developing context-specific solutions that drive long-term, community-driven impact. Strong analytical and project management abilities, with a commitment to participatory approaches and building the capacity of local communities and institutions. Adept at working in cross-cultural environments and fostering partnerships with governments, and NGOs to create scalable solutions. In eagle's eye view, academics in journalism which gives him the ability to critically analyse the paradigm of problems.

WORK EXPERIENCE

CSRBOX Foundation

Dec 24 - Till Now

Project Coordinator

- Remotely managed 40 People Team across 5 States, India
- Ensure Outreach Program in 5 States and build strong relation with team
- Develop liaisoning with RTO Officials for smooth functioning of program
- Draft Proposal, Report for submission to Officials
- Audit of CSR Grants of NGOs and ensure project implementation on ground
- Manage Budget and reimbursement of Team
- Assist team members in the planning and execution of CSR and social impact programs.
- Ensure smooth project implementation in collaboration with non-profit partners and social enterprises.
- Support in decoding client requirements and translating them into actionable projects.
- Assist in developing client-centric project proposals, utilizing structured problem-solving frameworks
- Lead and manage teams, ensuring smooth operations in program implementation.
- Mentor and guide team members, providing necessary support and feedback.

SRF Foundation - Bhopal

June 23 - Dec 24

Program Officer

- Liaisoning with Chief Minister Office for Digital Bus Inauguration
- Liaisoning & Coordination State Level - Director RSK, WCD, DPI & MPIDC, District Level - DC, CEO, DEO, DIET DPC and Block & Cluster Level Officials
- Manage 9 Member team under Rural Education Program, Digital Bus Program, Anganwadi Development Plan and Vocational Education Program
- Worked for 6000 students in 10 Schools & 26 AWCs
- HR processes and Admin Processes
- Organised Academic Mela and Competition at the District Level
- Managed different Vendors for program implementation
- Transforming Schools and AWCs as Models, Capacity-Building Principals, HMs, AWW, Team, ICT Lab on the Wheel
- Prepared Annual Report of MP and submitted to RSK.
- Manage Budget of CSR of SRFF - Bhopal, MP

Piramal Foundation - Karauli, Raj

August 2021 - June, 2023

Gandhi Fellow

- Facilitated over 100 training workshops, covered 2500+ teachers, 400+ AWW, AWH and ASHA workers, 350+ community members (such as PRI, youth, women etc.) participated, Covered a variety of topics such as FLN, Pedagogy, Digital Tools, Immunisation, Sanitation, Family Planning, Nutrition, and more.
- Facilitated Sessions as KRP trained 50+ D.Led Teachers on FLN, NIPUN Bharat & Child Behaviour and 1400+ 2nd grade Teachers on the SHWP and 500+ Gender Equality at the DIET and Block-Levels Teachers' training.
- Rolled out Buniyadi Shiksha Abhiyan in 165 demonstration schools with 9000+ students. Conducted volunteer-led assessment process. Interpreted data & prepared a report of Baseline & Endline assessment.
- Constituted 25+ Child Safety Committees in villages and enrolled drop-out children and identified irregular children.
- Identified SAM and MAM children in the District, with the collaboration of Local NGOs and converged departments to provide instrumental training to 1309 Anganwadi Workers phase-wise.

Summit Polcom, Patna

July 2020 - August, 2021

Sub-Editor,

- Developed unique content for clients to improve presence and brand awareness.
- Recommended strategic content acquisition initiatives, and worked to negotiate excellent packages.
- Produce different types of videos to improve the presence on Social media Platform

LANGUAGES

- Hindi (Fluent)
- English (Professional Proficiency)
- Bhojpuri (Native)

APPRECIATION

- Certificate form DIET, Bhopal to conducting session on the ICT Lab of PM SHRI School teachers.
- Appreciation Letter from Education Dept., DIET for facilitating sessions & ICDS to support in Poshan Maah
- Honoured by the Nehru Yuva Kendra, Karauli for the facilitated session on Youth Leadership and Community Development Training

REFERENCE

Avinash Verma

Program Officer

SRF Foundation

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Shyam Sharma

Program Manager

Piramal Foundation

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