

ABOUT

- Experienced development professional with 6 years of working experience with UNDP, the Government of Uttar Pradesh, and grassroots organizations.
- Proven track record of efficiently managing large teams, planning thoughtful interventions and implementing projects for the marginalized communities. Skilled in facilitating high-stake meetings, government liaisoning, and data driven decision making. Known for creative problem-solving ability and setting a positive working culture.

EDUCATION

Indian Institute of Management, Lucknow	Oct’ 2023
Certificate in Public Policy and Management (2 years)	
Motilal Nehru National Institute of Technology, Prayagraj	Jun’ 2017
Master of Social Work – Human Resource	
University of Allahabad, Prayagraj	Jun’ 2015
Bachelors in Globalization and Development Studies	

PROFESSIONAL EXPERIENCE6+ Years

District Program Manager,  
ConveGenius Edu. Solutions Pvt. Ltd.

January 2024 – Present  
Fatehpur, UP

- Managed a **team of 22** people and implemented Personalized Learning Solution in 70 composite schools in Fatehpur aimed at enhancing the learning outcome of 17,200 students.
- Liaisoning with DM, CDO, and BSA for better monitoring of the PAL Labs and effective PAL usage in schools.
- Generated **6.5 Lakh hours** of PAL based learning of students by mobilizing the 70 schools.
- Conducted **6** monthly review meetings at the district level and **65** block level, chaired by CDO/BSA and BEOs respectively.
- Conducted 10 capacity building sessions for the team in 2024 to improve data driven decision-making, and communication skills.
- Conducted 25+ teachers capacity building sessions to enable schools to utilize PAL Labs effectively for students’ learnings.
- Track the schools’ performance on monthly basis and take corrective measures as per the requirement.
- Analyze the usage trends and align the field management staff to work collaboratively with the schools to run effective PAL Labs.
- Strategize with the team to meet the weekly Active usage targets and learning targets.

Mahatma Gandhi National Fellow,  
Ministry of Skill Development and Entrepreneurship | IIM-Lucknow

October 2021 – October 2023  
Baghpat, UP

- Facilitated 15 **District Skill Committee** (DSC) meetings with 14 district departments chaired by the DM Baghpat.
- Developed **District Skill Development Plan** (DSDP) for the Baghpat District, and submitted to the MSDE after the approval of DM.
- Assisted ALC Baghpat, in the field visits following the bonded labour cases at the brick kiln sited in Baghpat.
- Upskilled **200** construction workers in safe work-place practices under **NIPUN** initiative by **MoHUA**.
- Helped Labour department in campaigning for the admissions in **Atal Residential Schools**.
- Facilitated the **MOU** with CSR partners like **ShramIN** and **Infispark Pvt. Ltd** to offer life skill training and placement support to 1300 students from government ITI and Private training centres.
- Recommended **Skill Hub** centres to the MSDE after verifying them on the ground as per the standards provided by the Ministry.
- Conducted **capacity building sessions** for the staff of **23 departments** by linking them with the skill development training centres.
- Strategized and implemented **Udyam Registration campaign** to register of 3000 MSMEs on Udyam portal within 40 days.
- Accomplished **placement of 700 students** by coordinating with the Industries in the Job fair.
- Conducted **skill demand assessment study** for the MSME industries in Baghpat district and submitted the findings to the MSDE.

**Project Coordinator,  
Centre for Social Action**

June 2020 – October 2021  
Mumbai

- Monitored and supervised the work of **6 partner organizations** promoting employment through Agro-forestry activities in **55 tribal wadis**, under the PLD (People-Led-Development) project funded by CSA.
- Designed the curriculum and conducted Digital literacy classes for the group of 35 tribal children.
- Mentored **150 Tribal women SHGs** during monthly meetings and field visits to undertake various entrepreneurial activities.
- Conducted monthly review meetings with the partner organizations and create comprehensive reports of the project's progress.
- Supervised project reporting and documentation of the work done by the 6 project partners in Raigad, Maharashtra.
- Developed Key Performance Indicators and monitoring mechanism to help strengthening the staff management process at the partner organizations.

**Assistant Project Coordinator,  
Waste Warriors Society**

March 2019 – April 2020  
Dehradun

- Liaisoning with the Nagar Nigam, Dehradun for the effective implementation of the **Circular economy** initiative by **Hindustan Coca Cola Beverages Pvt. Ltd.** (CSR) supported by UNDP.
- Liaisoning with the Municipal Commissioner for the recognition of 500 waste pickers located in different pockets of Dehradun.
- Designed and implemented **Waste Warriors Experiential Learning Program** to train a batch of 20 people in waste management.
- Onboarded 30 **waste pickers** as regular salaried employees at the **MRF** (material recovery facility) under the UNDP project.
- Encouraged and implemented **household waste** segregation in **450 households** and provided dry waste solution to these houses.
- Organized and handheld the 10 waste pickers' SHGs in Dehradun and established a procurement channel for renewable waste.
- Planned and executed regular clothes distribution drives and medical camps in the waste pickers' colony benefiting 600 waste pickers.

## CERTIFICATIONS

- Google Project Management Professional Certification
- Google **Data Analytics** Professional Certification
- Human Centered Design Thinking: Acumen+
- MEAL DPro
- **India Fellow** Social Leadership Program

## Skills

SPSS	SQL	Python	Business Analysis and Visualization
Excel for Data analysis	MS Office	Trend analysis and Projection	Design Thinking
R Programming	Canva	C++	Power BI

## Languages

Hindi (Native)	English( Professional)	Punjabi and Marathi (Elementary)
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