** DINESH KORLANA**

**Mobile**: 9923490874~ **E-Mail:** dineshsivakumar6@gmail.com

Seeking assignments as **Project Manager / NGO Director / Executive Assistant** with an organizational repute

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| **PROFILE SNAPSHOT**  * A competent professional with years experience in managing Socio-Economic Development Projects and Programs. Exceptional ability to develop and deliver executive level crisis leadership consulting with public, private, government & organizations
* Have exceptional skills in planning and arranging promotion / awareness programmes to achieve short-term and long-term objectives within the assigned resources and timeframes
* Expertise in managing Sustainability programs with focus on Volunteerism and Community Development Programs
* Recognised as the Best Performer for 3 months in Amazon Development Centre, Pune
* Acknowledged as the Best Teacher in Ukulhas School Maldives Ministry of Education, Maldives
* Possesses strong networking and negotiation skills and ability to maintain diplomatic and productive relations with authorities, communities and others organizations
* Accustomed to working with people with varied cultural backgrounds and promoting multi-skilled team competencies via nurturing mentorship and inspirational leadership and taking up challenges
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**CORE COMPETENCIES**

Women Empowerment Adult Education Youth Empowerment

Sports Promotion Customer Servicing Project / Program Management

Fund Management Decision Support Research & Advocacy

**ORGANISATIONAL EXPERIENCE**

**Oct-16-2018 to Oct’31-2019: Nehru Yuva Kendra, Haveri District as Program Coordinator**

**Key Result Areas**

* Liaised with district administration, developmental departments and NGOs for promotion of self-reliant Youth Clubs
* Assessed training needs of Youth Club functionaries and conducted training programmes
* Identified the needs & problems of various sections of youth in the district
* Rendered support to Youth Clubs/ NGOs in the formulation of project proposals under Schemes of Financial Assistance of Central Government Departments/ Agencies
* Developed the following:
* Annual Action Plan of programmes & activities
* Village, block and district profiles
* Supportive and publicity material
* Organised periodic meetings of District Advisory Committee for Youth Programmes, National Youth Corps and Youth Club members
* Ensured proper maintenance of NYK office including personnel administration; general administration, financial management, legal & vigilance management, etc.
* Coordinated with publicity media for image building of NYK Sangathan

**Jan-23-2017 – October-15-2018: Amazon Development Center, Pune as Senior Associate**

**Key Result Areas**

* Received phones and routing calls to the correct person or taking messages
* Involved in filling & retrieving corporate records, documents & reports
* Assisted in designing of presentations for meetings; recorded the minutes from meetings
* Reviewed incoming memos & submissions and distributed the same as needed

**Dec-04-2015 to Dec 24-2016: Akshara Vidya Trust as Trainer and Coordinator**

**Key Result Areas**

* Coordinated activities of Adult Education and Women Empowerment
* Prepared programs of learning activities and teaching materials
* Encouraged personal development via tutorial and pastoral work
* Carried out one on one discussion with students and their parents
* Conducted education and empowerment programs for girls and women to:
* Improve access to sanitation, drinking water,fuel ,wood and fodder for women
* Increase awareness in women for development to use their talent which helps the society
* Create awareness among women to be truly ambitious and dream for their betterment
* Provided counselling to parents who are thinking of marrying their children at very young age
* Offered financial assistance through Local NGO's and bank
* Raised awareness about the government programs launched by the government for women & their children

**PREVIOUS EEXPERIENCE**

**Jan’2014-Nov’2015: Ministry of Education,Maldives as A-Level Maths Teacher**

**Jul’2011 – Sep’2013: Akshara Vidya Trust as Trainer and Coordinator**

**TRAININGS / CERTIFICATIONS**

* Trained & certified in Youth Empowerment & Conflict Management
* Trained & certified on Behaviour Based Safety
* Trained & certified in Crisis Management
* Trained in First-Aid Training
* Trained at RGNYID Chennai in rural management, developing youth clubs, coordinating programs and developing leadership qualities in youth
* Project Coordinator Training & Certification from RGNYID Sri Perambadur,Chennai ,Tamil Nadu

**SOCIAL ENGAGEMENTS**

* Participated in Swatchha Bharath and Swatchha Pakhwada in Havri district and guided all the volunteers & local NGO's to participate in the program of cleaning public statues, parks, bus and railway stations for 40 days
* Worked with local administration in cleaning the roads, distributing medical kits, food packets, groceries and vegetables during the time of floods with the support of volunteers and local NGOs

**EDUCATION**

* **2011:B.Tech. (Computer Science Engineering)** from Raghu Engineering College

**PERSONAL DETAILS**

**Date of Birth**: 23-02-1988

**Languages Known**: English, Telugu, Hindi & Tamil

**Address:** 4th Floor,Soumya Residency, Samatha Nagar, Pedagantyada, Visakhapatnam - 530044, AP