



## MR. SATHEESAN. T

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### • LAST POSITION HELD:

Grant Manager – Learning Links Foundation (LLF), New Delhi. (December 2018-April 2019)\* - *In between, after a motor bike accident, I had to be on bed for about 5/6 months and now able to work.*

### 1. PROFILE SUMMARY:

I am an accomplished **NGO Grant Management professional** with a long track of experience in various walks of NGO operations. With a specific expertise for more than a decade in leading Grants, Contracting and Donor relations portfolio, I possess around **25 years of work experience overall**, in which a major chunk of close to 20 years, managed different progressive responsibilities with **Participatory Research in Asia (PRIA: [www.pria.org](http://www.pria.org))**, a globally renowned think tank in development sector. My expertise ranging from Grant Administration, Sub granting, Contracting & Subcontracting, review of budgets with cost items meticulously, engagement with partners on entire planning, Budgeting, Reporting to clients, maintain excellent data base on each grant and project from proposal to closure very neatly and share information with Senior management on a regular basis (weekly/fortnightly/monthly/biannually and annually). After leaving PRIA, I joined a pioneer education NGO, Learning Links Foundation as their Grant Manager.

### 2. TOP 5 SKILLS:

- ✓ Project Administration / Grants Management and Donor Relationship (Funding agencies/partners)
- ✓ Program /Project Budgeting
- ✓ Financial Management, Reporting to Clients
- ✓ Statutory compliances like FCRA/FEMA
- ✓ Contracts /Agreements and sub contracts preparation & management

### 3. KEY PROFESSIONAL ACHIEVEMENTS:

- ✓ In LLF, I have managed 5 projects supported by Magic Bus Foundation, TATA Motor Finance Ltd, HSBC CSR, Aditya Birla Group CSR, e-Clerx system CSR. Learned reporting systems with own learning practice, established a better rapport with the client and completed contract agreements which were pending since 2016.
- ✓ In PRIA, headed Procurement & Contract Management Unit/Project Monitoring Unit for 10 years 6 months. This Unit had three senior staff when I joined in it. Later when all of them left, I took the responsibility and maintained and streamlined it as well. Awarded two times for Best Performance Staff award in 2010-11 and 2013-14. Became an authority in Grant Management, proposal development, Budgeting, MIS with project team and senior management, Contracts and Agreements, Monitoring of deliverables and data management for a complete project cycle. Represented PRIA in many negotiation talks with Clients such as USAID, EU, SIDA, CIDA, Ford Foundation, Asia Foundation, Dutch Embassy and Water Aid.
- ✓ Appreciations received from the top management during leadership workshop.
- ✓ Facilitated complete due diligence process and gained certificates for PRIA from Guide star India, Credibility Alliance and CAF India, (2015-'18) and pre-project audit BY UNICEF. Also successfully completed project Audits by UNICEF, Water Aid, Arghyam, and UNFPA.
- ✓ Became of part of third level leadership since 2010 in PRIA and became convener of the third tier- leadership in PRIA: Operation Management Group (OMG) comprises of all support units..
- ✓ Led the team in PRIA for implementing new age software for Project Management, Expenses and HRMS Payroll in the Organization (all App based). Successful in reducing cost of software by 40% with clients like Zoho, GreytHR.
- ✓ Streamlined vendor management, created a best database, publication printing and dissemination and payment process with meticulous and diligent documentation. Also redrafted Publication Policy. Prepared media releases, arranged Press Meets and TV interviews for PRIA team.

### 4. EDUCATIONAL QUALIFICATIONS

**Diploma in Financial Management & Accountability (DFMA)**, TATA Institute of Social Sciences (TISS) / Financial Management Service Foundation (FMSF), 2015.

**Post Graduate Diploma in Human Resource Management (PGDHRM)**, Indira Gandhi National Open University (IGNOU), New Delhi, 2001.

**B. Sc. (Physics)**, University of Calicut, Kerala, 1990.

## PREVIOUS EMPLOYMENT RECORD:

### Development Sector (18 years 6 months)

- ✓ **November 2018- April 2019 :** Grant Manager, Learning Links Foundation, New Delhi.  
Managed Grants from Magic Bus India Foundation for one 5 projects in 4 states.  
Project expenditure monitoring against planned activities and budget, weekly follow up with state team for expenses and providing guidance / support for managing expenses in accordance with Project Agreement & Client's norms, preparation of training data, monthly budget from the tally dumps received from Accounts dept, checking/adjusting/booking expenses in the right activity/budget, make & finalise monthly financial report in client's format, submission, responding to queries from client on FR, closure of report, liaising with client focal point, preparing contract agreements, budget for next year and overall management of project accounts.
- ✓ **October 2008 to October, 2018 (10 years 6 months):** Manager, Procurement of services & Contract Management Unit (**PCM Unit / Project Management Unit**), PRIA, New Delhi.  
Managed Grants from International agencies such as The Ford Foundation, European Union, World Bank, all UN Agencies, The Rockefeller Foundation, The Asia Foundation, Oak Foundation, The Netherlands Embassy, Oxfam, Save The Children (India, Afghanistan, Nepal & Bangladesh) SIDA, CIDA and SDC. Also from national clients such as Ministry of Panchayati Raj, Urban Development, State Governments in Andhra Pradesh, Rajasthan, Chhattisgarh, Bihar, Sikkim, Jharkhand. During this period, I handled complete cycle of proposal submissions (from searching opportunities to on/off line submission) and knowledge management section data base for each project. Submitted proposal analysis of 15 year period with recommendations.
- ✓ **September 2005- October 2008 (03 years):** Sr. Assistant/ Officer/ Supervisor, Communication & Publication Unit, PRIA, New Delhi.
- ✓ **May 2000 – August 2005 (05 years):** Sr. Assistant /Supervisor, HR Dept., PRIA, New Delhi.

### Private Sector:

- ✓ April 1994-April 2000 (**06 years**): Worked as Executive (Personnel & Administration) / Sr Assistant (HRM) with Maharaja Appliances Ltd. And Punj Lloyd, New Delhi.

## 5. DESCRIPTION OF SKILLS:

### i. Grants Management and Donor Relationship:

- ✓ Managing annual grants (FCRA and Indian) between INR 25.00 lakhs AND INR 9.04 crores. **Ensured compliance with grant requirements** as well as applicable laws and regulations. (Including FCRA and Taxes).
- ✓ Regular monitoring of program progress /deliverables, utilization of funds. Preparing and coordinating monthly MIS reports with the help of Finance Officer for various projects across locations and conduct project review with project team on a quarterly basis. Thus helping/supporting project team / senior management to plan for future actions. Also made presentation before Governing Board meetings on projects.
- ✓ Monitor the Receivables and Payables from/to the donor. Review and ensure timely submission Donor Narrative and financial Reports with excellent quality and accuracy.
- ✓ Undertake periodic reconciliation of the various grants. Ensuring timely fund requests to donors
- ✓ Administration /Management of Project management software such as Planning & Monitoring System (PMS), Zoho project /ERP.
- ✓ Submit monthly status as and when required, the fund status in projects with senior management
- ✓ Maintain a complete database system/knowledge management bank of all projects (proposals, agreements, plans, reports, UCs and closure reports)
- ✓ Find out new opportunities for the organisation, submit recommendation to senior management and submit proposals online. Focal point for all these acts.
- ✓ Familiar with Logical Framework, assessment/evaluation

### ii. Financial Management:

- ✓ Preparation of institution's Annual Budget for every Financial Year in coordination with F&A Dept.
- ✓ Preparation project / program budgets in coordination with project team and Accounts.
- ✓ Guided project team to make internal quarterly/half yearly/annual activity plans / budget plans (expenditure plan)
- ✓ Review of project expenses on a weekly/monthly/quarterly basis. Guiding project team how to manage spending to ensure proper utilization of funds in resonance with project objectives and impacts.
- ✓ Coordinate grant /project audits along with Finance and Project team
- ✓ Preparation of Financial reports to the Client in their format / as per institution's standard formats

### iii. Partnership Management:

- ✓ Dealing with all (national as well as international) Donors/Funding agencies/grantees/partners with politeness but fairly and firmly.
- ✓ Excellent written and verbal communication skills (precise and prompt)
- ✓ Long term partnerships
- ✓ Clear plans and budgeting
- ✓ Expertise in finding new opportunities, developing concept notes and proposals, EOI, RFP/RFQ, online proposal submission, data base management,
- ✓ Reach out to new and good partners
- ✓ Capacitate partner organisations in the areas required (finance/documentation/reporting systems)
- ✓ Have good knowledge about CSR and development sector in India

### iv. Contract Management:

- Prepared Grant agreements for clients such as Water Aid, UNFPA, UNICEF, Save The Children.
- ✓ Prepare sub-grant agreements and Monitor project progress on a regular basis thru calls/emails/ checklists /reports received. Invoices & Payments processing for partner installments.
- ✓ Fully track and monitor budgets and expenses are in accordance with the approved plan.
- ✓ Conduct contract negotiations, contract administration, and contract monitoring activities in accordance with PRIA's policies.
- ✓ Review and compile all required contact information from contractors and program staff.
- ✓ Assessment of proposals from partners on concept and budget ,
- ✓ Conduct due diligence before awarding a contract of a partner by evaluating their statutory documents and management system.
- ✓ Disseminate grants to partners

### Overall NGO administration:

- ✓ Administration with govt officials
- ✓ Management of day to day affairs
- ✓ Coordinate meetings and workshops
- ✓ Arrange all logistics

### Personal skills:

- ✓ Meticulous work, excellent organizational skills and work under pressure and manage deadlines effectively
- ✓ Have ability to work in diverse cultural settings and very versatile team.
- ✓ Ability to see details with accuracy in each project budgets
- ✓ Has excellent HR skills thru which can manage people effectively
- ✓ Efficient inter-departmental coordination and get the work done quickly
- ✓ Avid learner about new developments in the sector
- ✓ Attended numerous trainings on finance management of NGOs, leadership programs, team building and legal compliances for NGOs organized agencies such as Account Aid, Finance Management Services Foundation (FMSF), The Ford Foundation and Water Aid India.

## 6. LANGUAGES:

Language	Read	Write	Speak
English	Excellent	Excellent	Excellent
Hindi	Very Good	Good	Excellent
Malayalam	Excellent	Excellent	Excellent

## 7. COMPUTING AND IT SKILLS:

Office Automation and Internet Applications. Has an avid interest and skill in quality searching and take out data from Internet on any subject / topic /issue. Excellent working knowledge of Planning and Monitoring System (PMS), a project management /monitoring software. Working knowledge on ERP-Oracle project, Tally, Zoho projects and expenses modules and Greyt HR Software,

**Date of birth:** 31 May 1967