

Total Experience :20+ yrs.

Objective:

To make a challenging career in the competitive professional environment and making best use of my acquired knowledge in the diversified sector to deal with the major intent of co-ordination with manpower majorly focus on financial and cultural growth of the organization to delve the achievement within time span with subtle achievement, and further enhance my capabilities.

CURRENT PROFILE:**October'21 to Till Date.****KASHISH DEVELOPERS Ltd. (Kashish Group) as Asst. Manager-PMO****DUTIES AND RESPONSIBILITIES**

- ASSISTANCE TO CMD.
 - Responsible for taking the lead in managing the entire team of multiple projects and co-ordinating their actions on a daily basis.
 - Lays down the plan for various activities to be undertaken along with well-established timelines within which the project must be delivered.
 - Coordinate a project management team and delegate tasks.
 - Keeps a record of the progress of various projects being handled by the company on the basis of updates received from different project managers.
 - Monitor expenditures and create detailed reports for upper management.
 - Keep track of a project's progress and ensure its completion before the deadline.
 - Work within budget constraints.
 - Implement changes to teams and processes as and when needed.
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EDUCATION

B.COM (Hons.)	RANCHI UNIV.	ST. XAVIERS COLLEGE, 2001
CLASS XII	CBSE	DAV PUBLIC SCHOOL, 1997.
CLASS X	BSEB	G.A. INTER HIGH SCHOOL, 1995.

PAST WORKING EXPERIENCE :

June'19 to March'21

MARG ERP Ltd. as Project Manager

Assigned Projects : PMKVY 2.0 (CSSM & CSSM),NULM, Seekho Aur Kamao, MANAS Project, RPL.

DUTIES AND RESPONSIBILITIES

- Designing and applying appropriate project management standards for incorporation in the relevant project.
 - Planning and monitoring the project
 - Adopting any delegation and use of project assurance roles within agreed reporting structures
 - Preparing and maintaining project, stage and exception plans as required
 - Managing project risks, including the development of contingency plans
 - Liaison with programme management (if the project is part of a programme) and related projects to ensure that work is neither overlooked nor duplicated
 - Monitoring overall progress and use of resources, initiating corrective action where necessary
 - Applying change control and configuration management processes
 - reporting through agreed lines on project progress through highlight reports and end-stage assessments
 - Liaison with appointed project assurance representatives to assure the overall direction and integrity of the project
 - adopting and applying appropriate technical and quality strategies and standards
 - Identifying and obtaining support and advice required for the management, planning and control of the project.
 - conducting a project evaluation review to assess how well the project was managed
 - Develop and maintain an agreed project plan and detailed stage plans
 - Understand and apply business case and risk management processes
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December'16 to April'19

EDUCOMP SOLUTIONS Ltd. as Senior Executive – Operation (MIS Co-ordinator)

Assigned Projects: PMKVY 1.0, PMKVY 2.0 (CSCM & CSSM), NULM, BSDM (KYP Project).

DUTIES AND RESPONSIBILITIES

- Designed MIS systems that are easy for use, extract data, and generate reports.
- Liaised with the finance department/State Heads/Clients (Govt. Deptt.) and made certain the MIS department functions within the budget restrictions.
- Gathered latest information from each department and updated the information on the MIS systems.
- Fed the information in the data management software and made certain the information is verified, sorted and compiled in determined formats.
- Setting-up the information set up and controlled its operations to ensure they perform as per the expectations.
- Extracted information on demand and presented data in statistics format on the consent of the chief analysts.

- Perform maintenance and sustainability to existing systems.
- Design, develop, and implement new systems and modify existing ones.
- Collaborate with the MIS group and contribute in making quality products.
- Attend regular management and operation meetings at the relevant section.
- Troubleshoot errors or shortcomings in the functioning of the MIS.

SEPT.'2013 – Nov.'16

AYOLEEZA CONSULTANTS Pvt. Ltd. as Project Co-ordinator

DUTIES AND RESPONSIBILITIES

- Accomplishes work requirements by orienting, training, assigning, scheduling, and coaching employees by the way of ensuring the overall coordination of the work of a project that evolves with proper liaises with the concerned client.
- Preparation and ensures the running of all events and meetings in the framework of the project with the means of submission of relevant project proposal.
- Meets work standards by following production, productivity, quality, and customer-service standards; resolving operational problems; identifying work process improvements.
- Meets cost standards by monitoring expenses; implementing cost-saving actions.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Handling the End-to-End recruitment activities (sourcing, scheduling, screening & interviewing, co-ordinating with the management, finalizing and further selection) on the multiple requirements of the on-going Projects.
- Critically analysing the HR parameters based on Financial statistics and identify gaps and trends to aid the top management in prompt and timely decision making.
- Co-ordination with the client as well as with the joint venture company related to the Projects for the third party's services that require enriching the measures of the Project.
- Instrumental in acquisition of initial members for the organization for the specific project within the measures of quoted financial.
- Support to the financial section to materialize the billing against client as well as with the joint venture company.
- Past experience's Inputs to the management to retain the quality professionals or employees.

MARCH 2010-JULY 2012:

HT MEDIA LTD. as Deputy Manager (Centralize Billing Deptt.).

DUTIES AND RESPONSIBILITIES

- Monitoring the team of 41 Associates who cross check/tally the Advt.'s appearance in physical newspaper & respective billing through the booking & billing details in SAP against all the respective Editions.
- Maintaining the efficient recruitment and its retrenchment process to build the efficient marking in assigned work.
- Tally of booked Advt. with the enclosed or details of the **Release Order**.
- Tracking of daily unbilled items that have been published but not billed from all the locations.
- Monitoring the bill dispatch along with tear sheet to every location.
- Support to the credit release team regarding the credit status of the agency.

- Regular follow-up with the location over the manual placed Advt.
- Better liaison with Internal as well External Customer
- Checking of Variation Reports on Daily Basis
- Updation to the team of customer master regarding the incomplete creation of the code..
- Monthly MIS through the DASHBOARD to the higher management related to the each branch's billing overview with the rationale.

Jan2008-Feb. 2010

BAJAJ ALLIANZ LIFE INSURANCE Co. Ltd. as Jr. Relationship Manager.

DUTIES AND RESPONSIBILITIES

- Handling a tesam of 14 Franchisee and 2 corporate agency & Bring out the best out of them.
- Taking part in Recruitment & Training of Franchisee and corporate Agency.
- Enhancing the selling skills through different means
- Tie-up with companies for corporate Tie-up.
- Handling a Team of ISR/TISE.(**Insurance/Trainee Insurance Service Representative**).
- Responsible for the **ORC (Over Riding Commission) and Billing** issues of every Franchisee and Corporate Agencies.
- Maintaining monthly MIS and TAT for **every Franchisee and Corporate Agencies**.

***ORC (Over view):**

Overriding commission is an additional payment based upon the business that is created by every Franchisee and Corporate Agencies.

Jan 2006– Dec. 2007

Centrum Direct Ltd., as an Asst. Manager

DUTIES & RESPONSIBILITY:

- Adhered to direct all operational aspects including vendor/sub-agent's operational process, customer service, human resources, administration and sales.
- Assessing of the market conditions and identifies current and prospective sales opportunities.
- Develop forecasts, financial objectives and business plans
- Bring out the best of branch's personnel by providing training, coaching, development and motivation.
- Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities.
- Share knowledge with other Deptt., branches and headquarters on effective practices, competitive intelligence, business opportunities and needs.
- Network to improve the presence and reputation of the branch and company.

SEPT 2001– Dec. 2006

ANDROMEDA MARKETTING Pvt. Ltd. DST of Citi Bank, as a Team Leader.

DUTIES AND RESPONSIBILITIES

- Handling a team of 7 members.
 - Responsible for a business of 75 lac per month.
 - Reporting to the Sales Manager.
 - Taking part in Hiring and Training.
 - Take a personal visit for major client handlings.
 - Preparing the sale sheets and taking care of doc boys as well
 - Responsible for the KYC report.
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Date :

Place : Patna

Shiv Kishore