

CURRICULUM VITAE
TEJ PRATAP SINGH
DATE OF BIRTH: [DEC 28, 1989]



WORK EXPERIENCE

[June 27,2015 – Present]

[National Health Mission, UP- Block Takha, District Etawah]
[Position: - Block Community Process Manager(BCPM)]

[Responsibility: -

1. Providing direct and indirect support to HBNC program and Monitor and supportive supervision to ASHA.
2. Provides direct support as ASHA selection, release of ASHA payments, regular supply distribution and replenishment ASHA Kits (Medicine) and training materials and organized & delivered training to ASHA & AWW & ANM.
3. Coordinates with – district level functionaries, MOIC and Block Program Management Unit, implementation of community process and also establishes smooth working relationships with Block level functionaries of other government departments such as; WCD, Water and Sanitation and Rural Development, Works with Block Program Manager in completion of all the village health plan and supporting microplanning, quality conduction, monitoring and reporting of Sub-Center level ASHA, ANM and ANGANWADI forum meetings.
4. Facilitating regular conduction of Rogi Kalyan Samitee (RKS) meetings and helping block officials in preparation of RKS expenditure plans based on the identification of the specific facility requirements.
5. Organizing Block review meetings every month on a fixed day, in coordination with MOIC facilitating: - Periodic refresher trainings, capacity building, updating information and sharing new guidelines, Replenishment of ASHA drugs / equipment kits. Verifying records and release of payments. Review and assess the functionality of VHSNCS in terms of regular meetings, fund utilization etc.
6. Supporting orientation of field staff with Community Based Monitoring tools, CBM implementation, organization of Jan Samwaad and overall support to the program.

Full-time work in this Organization]

[Aug 20,20 14 – July 5, 2015]

[The Skill Academy (A4e India Pvt Ltd), RS Ghat Barabanki Centre -UP]

[Position: - IT & Soft Skills- Trainer]

[Responsibility: -

1. Mobilization of 18 to 35 years unemployed youth for training.
2. Counselling, Training and then Placement.
3. Complete Centre level MIS work. Upload data on UPSDM Portal and Registration on SDI Portal
4. Handle all types of technical & Software Related work.

Full-time work in this Organization]

[Oct 3, 2012 – July 30, 2014]

[Don Bosco Tech Society, Gwalior Centre -MP]

[Position:-ITeS & Soft skills-Trainer cum Centre Coordinator]

[Responsibility: -

1. Mobilization of 18 to 35 years unemployed youth for training.
2. Counselling, Training and then Placement.
3. Complete Centre level MIS work.
4. Documentation (Application forms, Bills, Hosteller Student List Different domain (Electrical, Nursing, Hospitality) Attendance staff & Student, Upload panoramic view Centre images for approve centre for the next batch.
5. Reporting to DB Tech Society-Head Office (Delhi) & State Coordinator and Coordinate with staff, Parents, Students and Centre Head, Prepare Case Study of trainee.

Full-time work in this Organization]

EDUCATION

- [2012 - 2014] **Sam Higginbottom Institute of Agriculture, Technology and Sciences Allahabad** (Deemed University Allahabad), UP
[HRD, Community Mobilization, Rural Development; **Master of Social Work**
- [2011 - 2012] **Amardeep College Firozabad** (Dr. B.R.Ambedkar University Agra)
[Education, Education Technology, Physiology; **Bachelor of an Education**]
- [2008 - 2010] **Babasaheb Bhimrao Ambedkar University (A Central University) Lucknow UP**
[IT, OS, DBMS, AI, Neural Network, etc. ; **Master of Science in Information Technology**]
- [2005 - 2008] **VGMPG College Dibiyaapur Auraiya**(CSJM University Kanpur UP)
[Math & Chemistry; **Bachelor of Science**]
- [2004 - 2005] **Gandhi Adarsh Inter College Purwa Bhagga Auraiya**(UP Board)
[Hindi, English, Math, Chemistry, Physics; **Intermediate (12th)**]
- [2002 - 2003] **Zila Panchyat Iner College Muradganj Auraiya**(UP Board)
[Hindi, English, Math, Science, So. Science, Sanskrit; **High School (10th)**]

LANGUAGE SKILLS

Hindi

English

EXTRA CURRICULAR ACTIVITY

1. Participate in Bharti Sanskrit Gyan Pariksha 2000 with 60% Marks
2. Accounting:- Tally ERP 9(Participation Certificate from Tally)
3. Networking:- CCNA (Participation Certificate from DOEACC)

IT SKILLS

1. Well versed with MS office (Word, Access, Excel (Using VLOOKUP), Power Point Presentation, Outlook, and OneNote).
2. Data Base :- Oracle 10g, MS SQL Server 2005.

3. Hardware:- Installation & Networking, PC Assembling.
4. Proficient in gmail, ymail, hotmail, outlook, rediffmail etc.
5. Proficient in photography and videography.
6. Proficient in Social networking site like that facebook, LinkedIn, Twitter etc.
7. Proficient in surfing net.

STRENGTH

1. POSCORB - Planning, Organize, Staffing, Coordination, Reporting, Budgeting, Good Interpersonal and Communication Skills.
2. Confidence, Proactive, committed to providing result, Hard & Smart worker, Good Manpower Management, Good Documentation Skill.
3. Sensitive, Friendly very fast in any environment where we work, Fast Learner, Believe in practical knowledge.
4. Self motivated, Ability to work independently and as part of a team, Ability to deal with people diplomatically, Willing to learn, Team Facilitator.

HOBBIES

1. Working with SC, ST & OBC Community
2. Reading Books
3. Traveling
4. Net Surfing

MISCELLANEOUS

1. Attend 2 day training on **HIV Counslor/Testing (WBFPT Kits)** at **CMO office Etawah** organised by **Plan India partner's of MAMTA & UPNP+** on 27-28 Nov 2017.
2. Attend 1 day training on political training leadership at Lal bahadur Shastri Ganna Sansthan Auditorium Lucknow organised by Institute of Pilitical Leadership New Delhi.
3. Attend 2 day **Supprtive Supervision Training** at District Hospital at Etawah.
4. Attend 1 day training/ workshop on Family Planning at Lucknow Organized by National Health Mission.
5. Attend one days training on **Mobile Kunjee** organizes by **BBC Landon** at **Chief Medical Officer** 06 Jan 2016.
6. Attend 2 day's training on **VHND(Village Health Nutrition Day)** organized by **National Health Mission** at **Chief Medical Officer** 4 Dec to 5 Dec 2015.
7. Attend 05 day's training program on **Community Process** (Fundamental Training) organized by National Health Mission at Reaginal Health & Family Welfare Training Centre Kanpur 10 to 14 August 2015.
8. Attend One days training program on **UPSDM program process** organized by A4e India Pvt. Ltd. at Barabanki Centre August 20, 2014.
9. Attend 02 days trainings program on **Monitor and Evaluate of the Project** organized by Sumit Mahila Jan Kalyan Samiti Gwalior MP India 24, 25 March 2014.

10. Attend 02 day training program on **Documentation of the project** at Sumit Mahila Jan Kalyan Samiti Gwalior M.P. India, 15,16 March 2014.
11. Attend 02 day training on **Monitoring and Evaluation the project** with all activity and all supported Project based document at Charitable Maharishi Parushram Seva Samiti, Bhind MP India Feb 2013.
12. Attend 03 days training on **Plants your idea and Communicative English workshop** at Nitika Don Bosco Tech Kolkata West Bengal India organized by DB Tech Society, 06 to 08 June 2013.
13. Attend 03 Days training on **Ministry of Rural Development Project, Axis Bank Foundation & Schneider Electrical India CSR Project based documentation, Mobilization, Placement and MIS and Inception report preparation and tracking** by Don Bosco Tech Society at Jhansi UP India, 05 to 07 Oct 2012.
14. Attend Six month project training in **Dot Net Technology** from Softpro at Lucknow April 2010. Developed a project Famer Merchant Integration in ASP.Net & C# with back end SQL Server-2005.
15. Attend Six month project training in **PHP** from corporate InfoTech at Lucknow April 2010. Develop a project Apnagrah (Real Estate) in PHP with back end WAMP]

PERSONAL DETAIL

Father's Name	Late Shri Bachchan Lal
Mother's Name	Smt. Gyan Bati Devi
Gender	Male.
Marital Status	Single.
Permanent Address	Vill - Dharampur ,Post - Purwa Bhikha Dist - Auraiya 206248.

REFERENCES

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|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [Dr Umesh Kumar] | [Etawah- UP- Additional Chief Medical Officer & District Nodal officer (RCH Department)-National Health Mission, +91-8265873507, rchacmo@gmail.com] |
| [Mr. Jai Prakash] | [Kanpur – UP- Reginal Coordinator (Asha Program) National Health Mission, +91-7500880007, rc.kanpurnhm@gmail.com] |
| [Mr. Takallum Mirza] | [Lucknow -UP- State Head The Skill Academy (A4e India Pvt Ltd), +91-9935346464, takallum.mirza@skillsacademy.co.in] |

DECLARATION

I hereby declare that all the information's and particular given in this CV is correct to the best of knowledge & belief.

Date: -26/01/2018
Place: - **Etawah**

Signature
Tej Pratap Singh