

CURRICULUM – VITAE

House No.-113/1A,
Suryavihar, Part-II,
Sehatpur, Faridabad,
Haryana - 121003
Contact No.-9711596439
Email-jitender095@gmail.com

JITENDER SHARMA

CAREER OBJECTIVE: -

To work with an organization, which could offer me a healthy work culture, an atmosphere that enhances my skills and offers a challenging work environment and excellent growth prospects.

WORK EXPERIENCE: -

SAFEDUCATE LEARNING PVT LTD: -

Background – One of the leading companies which deal with various Govt. Departments in connection with skill development projects. Working from Mar 2021 to till date as a **Placement Coordinator**.

Job Profile: -

- Identifying new placement opportunities and maintaining existing tie ups
- Taking Placement session at Different Centre`s
- Identifying Candidates as for companies Requirement
- Preparing Candidates for interviews
- Maintaining Relation with Existing Client.
- Maintaining Report required by the management.
- Coordinating with Centre Staff and Placement Staff for proper placement and Retention of candidate
- Conducting Mock Interviews, Job Fairs, Corporate Placements
- Cold Calls to employers
- Collecting, maintaining and filing all statutory documents
- MIS & Reports

VENDOR PLUS CONSULTANT PVT LTD: -

Background – One of the leading companies which deals with various Govt. Departments in connection with skill development projects. Worked from Feb 2020 to Aug 2020 as a **State Coordinator**.

Job Profile: -

- Responsible for State Govt. Authorities- Rajasthan and Odisha under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) & Employment Linked Skill Training Programme (ELSTP) project.
- New business development in Skill Development through RFP/ EOI submission for Ministries & State Government and CSR.
- Work with technical staff and other internal colleagues to meet Govt. needs.
- Cold call as appropriate within the market to ensure a robust pipeline of opportunities.
- Prospect for potential new clients and turn this into increased business.
- Work with team to develop proposals that speaks to the client s needs.
- Research and build relationships with new Govt. bodies.
- Set up meetings between client decision makers and company`s Principals/Policies.
- Participate in pricing the solution/service.

HLL LIFECARE LTD: -

Background – HLL is a Government undertaking not-for-profit health services organization. Worked from June 2018 to Jan 2020 as an **MIS Officer**.

Job Profile: -

- Monitoring and execution of DDU-GKY (Deen Dayal Upadhyay Garmin Kaushal Vikas Yojna).
- Maintain document related to placement as per SOP and client needs.
- Work on State Govt. and Central Govt. projects like ELSTP, PMKVY, MoMA, NSFDC and DDU-GKY.
- Work on Skill India Portal of Govt. under Pradhan Mantri Kaushal Vikas Yojana.
- Upload data on Skill Development of State Govt. of Rajasthan and Seekho Aur Kamao under Ministry of Minority Affairs portal.
- Coordinate with a central team of State Govt. of Rajasthan.
- Onboarding attendance, study material, uniform, and assessment of students on State Govt. portal.
- Prepare data of all State Govt.
- Prepare weekly and monthly wise report and send to respective Govt. Authorities.

AMITY EDUCATION SERVICES PVT LTD: -

Background – Amity University Online is India's first university recognized by UGC to offer Online Degree, Diploma & Certification programs. Worked from Oct 2016 to May 2018 as a **Senior Executive-MIS & Admin**

Job Profile: -

- Completed ESOP Operations Examination of Master Trainer Level as well as (Master Trainer Level) conducted by The National Institute of Rural Development (NIRD)
- Responsibility for onboarding new students.
- Creating training programs that are aligned with the organization's objectives.
- Collaborate with functional team to improve existing new student's onboarding, training and development programs.
- Building relationships with 3rd party training providers.
- Reporting to the Management on all the issues by generating MIS Reports.
- Liaison with Skill Division and arranging a meeting with senior officials in Government/ Non-government Organization.
- Coordinates with the students for online learning degree, diploma & certification programs.
- Handle Financial Administration, Office Administration, HR Management, Transportation Housekeeping.

LAURUS EDUTECH PVT LTD: -

Background – One of the leading companies which deal with various Govt. Departments in connection with skill development projects. Worked from June 2013 to July 2016 as an **Operation Executive**

Job Profile: -

- Completed ESOP Operations Examination of Master Trainer Level as well as (Master Trainer Level) conducted by The National Institute of Rural Development (NIRD)
- Work on Skill division under State Govt. of Uttar Pradesh & DDUGKY Project under Ministry of Rural Development.
- Upload data on respective State Govt. portals.
- Working on a Learning Management System of Laurus "LEAP".
- Coordinate with State Govt. team.
- The compilation, processing, and analysis of program data for report finalization.
- Monitoring daily/ weekly/ monthly field reports of various skill development programs under State Govt.
- Liaison with Government departments & networking with organizations under skill development program.
- Screening of beneficiaries & counseling, enrollment and mapping the candidate.

EDUCATIONAL QUALIFICATION: -

- B.A. from DELHI UNIVERSITY in 2009.
- 12th passed from HARYANA BOARD in 2004.
- 10th passed from HARYANA BOARD in 2002.

TECHNICAL QUALIFICATION: -

- Oracle SQL & PL/ SQL Course from CMC Academy, Delhi in 2009.
- Basic knowledge of computer (MS-Office and Internet)

PERSONAL DETAILS: -

Father's Name : Sh. Jagdish
Sharma Date of Birth : 01st March 1987
Language Known : Hindi & English
Marital Status : Married

DECLARATION

I assure all the above information given by me is true. If these are found fault, I will be responsible for that.

DATE.....

PLACE.....

(JITENDER SHARMA)