



KIRAN KUMARI

Human Resource Development



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WORK EXPERIENCE

8 years approx.

AGE

24

DATE OF BIRTH

25 Aug 1998

ABOUT ME

I am a self-starter with strong interpersonal skills. I work efficiently both as an individual contributor as well as along with a team. I seek new challenges and try to think out of the box while looking for creative & innovative solutions to a given problem. Besides the details given in my resume, I believe in character, values, vision, and action. I am a quick learner and believe in learning from my mistakes for I strongly feel that this virtue will take me ahead in life and career."



Education

Masters, Business Administration

Integral University, Lucknow
Lucknow, Uttar Pradesh

Post Graduated, July 2021

Marks 81%

Division 1

Bachelor of Commerce

Deendayal Upadhyay Gorakhpur University
University Board
Uttar Pradesh

Graduated, July 2018

Marks 49% Gorakhpur

Division 3 Gorakhpur,

10+2

Sarvodaya Kisan IC
UP Board
Allahabad, Uttar Pradesh

Passed, July 2015

Marks 71.5%

Division 1



Career Highlights

- **AITMC Ventures Pvt. Ltd, Operation** (February 2022-Current)
- **Madeeha Educational Welfare Society, Operation** (February 2021-February 2022) (1 Year)
- **Empower Pragati Vocational Training Staffing, Operation** (March 2019-December 2020) (1.9 Years)
- **Surya Wires Pvt Ltd, Operation** (January 2018- March 2019) (1.2 Years)
- **Basix Group, B-able Corporate Social Responsibility** (July 2014- August 2015) (1.1 Years)
- **B.I.P Construction Intrastate Pvt Ltd, Sales** (August 2015- September 2017) (2.1 Years)



Skills

- Performance management
- Human Resource Information System
- Team Management
- Operation Management
- Employee Engagement
- Human Resource Development
- Training Management
- Onboarding
- Leadership
- Recruitment
- Strong Analytical Skill
- Management information system
- Administration



Work Experience

February 2022 – Current

Sr Executive Operation

AITMC Ventures Pvt. Ltd

Gurgaon, Haryana

Working as a **Sr Executive Operation** for Project Operation in **Deendayal Upadhyay Grameen Kaushalya Yojana, Haryana Skill Development Mission, Pradhan Mantri Kaushal Vikas Yojana**, and Pradhan Mantri Kaushal Kendra project through **AITMC Ventures Pvt. Ltd** is being implemented in Haryana State.

Role & Responsibilities

- Communicating with upper management to develop strategic operations goals.
- Developing strategic long-range plans to achieve strategic objectives.
- Creating and managing the organization's fiscal operating and capital budget and expenses.
- Monitoring facility condition and environmental performance and recommending or approving funding levels and spending plans.
- Providing a workplace setting that is conducive to productive work.
- Monitoring performance metrics and Making proposals for the DDU-GKY project.
- Receiving and responding to approvals and notifications.
- Working on HSDM Portal, and Skill India Portal.
- Maintaining the overall record of different reports from different centers.
- Schedules and produces periodic reports regarding MIS performance.
- Performs other related duties as assigned.

February 2021 – February 2022

MIS Head

Madeeha Educational Welfare Society

Rampur, Uttar Pradesh

Working as an **MIS Head** for Project Operation in **Deendayal Upadhyay Grameen Kaushalya Yojana** project through **Madeeha Educational Welfare Society** is being implemented in Uttar Pradesh State.

Role & Responsibilities

- Coordination with all departments to ensure that the Centre is ready for Due Diligence inspection by DDU – GKY.
 - All the Performance Evaluation sheet of the Employees needs to be maintained.
 - Responsible for collating data from all centers operating under a specific vocational training project.
 - Work on AEBAS, MRIGS, MPR Portal, Kaushal Bharat, & Kaushal Panjee Portal.
 - Prepare and submit daily, weekly, monthly, quarterly, semi-annually, and yearly reports per prescribed reporting formats following deadlines.
 - Assist in maintaining an overall record of different reports from different centers.
 - Prepare and submit daily, weekly, monthly, quarterly, semi-annually, and yearly reports per prescribed reporting formats following deadlines.
 - Ensure availability of accurate information for the organization for business management and growth.
 - Develop and implement tools & techniques to increase the efficiency of information collection and management.
 - Streamline, maintain and upgrade information management and presentation systems to provide appropriate feedback to the concerned departments of the organization.
 - of guiding subordinates in the execution of their roles.
- Ensure accurate and timely execution of all MIS processing in order to minimize backlogs.

March 2019 – December 2020

State MIS Head

Empower Pragati Vocational and Staffing Private Limited

Varanasi, Uttar Pradesh

Working as a **State MIS Head** for Project Operation in **Deendayal Upadhyaya Grameen Kaushalya Yojana** project through **Empower Pragati Vocational and Staffing Private Limited** being implemented in Uttar Pradesh State.

Role & Responsibilities

- Prepare and submit daily, weekly, monthly, quarterly, semi-annually, and yearly reports as per prescribed reporting formats following deadlines.

- Providing guidance and problem resolution to all vocational training center staff related to MIS / ERP / data entry problems.
- Maintains all Center databases as per SOP and SF.
- Maintaining an overall record of different reports from different centers
- Project handling and Cashflow planning & monitoring.
- Regular feedback and evaluation sessions with trainers
- Oversees daily center operations and coordinates center activities through assigned employees.

January 2018–March 2019

MIS cum Center Head

Surya Wires Pvt Ltd

Varanasi, Uttar Pradesh

Working as **MIS cum Center Head** in **Deendayal Upadhyaya Grameen Kaushalya Yojana** project through **Surya Wires Pvt Ltd** being implemented at the Uttar Pradesh States.

Role & Responsibilities

- Prepares and monitors budget for the Center
- Center visits, Operation Management, Team management, Training management, Placement management & Mobilization planning.
- of Project.
- Monitoring Infra-structure & quality standards of the center.
- Business plans that support the operation of the center and adhere to budget.
- Annual operating budget preparation and monitoring.
- Team performance and setting up KRA for employees.

August 2015 – September 2017

Admin cum Human Resource Manager

BIP Construction Intrastate Pvt Ltd

Varanasi & Lucknow, Uttar Pradesh

Working as **Admin cum Human Resource Manager** in Real Estate through **BIP Construction Intrastate Pvt Ltd** being implemented at Uttar Pradesh State.

Role & Responsibilities

- Assigning task to employees, Complaint Management, and Follow up of their task allocated.
- Website promotional & Social Media management.
- End to end Recruitment, Employee relations, Salary negotiation, New Employee orientation and engagement.
- Database Management on excel.
- Documentations, Billing & Stock management.
- Planning & monitoring the project.
- Assisting with day-to-day operations of the HR functions and duties
- Providing clerical and administrative support to Human Resources executives
- Resolve issues between management and employees
- Direct disciplinary procedures

July 2014 – August 2015

Counselor cum Admin

Basix Group, B-Able (Basix Academy for Building Lifelong Employability)

Varanasi, Uttar Pradesh

Working as Counselor cum Admin in CSR initiative of **ESSILOR India Pvt Ltd**. Working for Entrepreneurship (**Eye Mitra**) through **Basix Academy for Building Lifelong Employability** being implemented at Uttar Pradesh State.

Role & Responsibilities

- Office management.
- Preparing weekly or monthly reports.
- Operational activity.
- Design and implement center operational and marketing plan
- Manage quality of training and counseling.

- Database Management on excel.
- Check and distribute documents and correspondence.
- Capturing Customer grievance and query.
- Feedback analysis, Report generation, Complaint management.



Achievement Award, & Seminar

- Certification of Covid-19: -**Operational Planning Guidelines, World Health Organization** April 2020.
- Certification of Covid-19: -**Severe Acute Respiratory Infection (SARI) Treatment Facility Design, World Health Organization** April 2020.
- Certification of Covid-19: -**Awareness and Prevention Program, Apollo Med skills** April 2020.
- Certification of **Entrepreneurship Pledge, Ministry of Skill Development and Entrepreneurship** April 2020.
- Certification of **Commitment, Central Vigilance Commission** April 2020.
- Certification of **Human Right Pledge, National Human Right Commission India** April 2020.
- Certification of **Pledge for Women Right, Nation Commission of Women Right** April 2020.
- Certification of **Operations (Professional Level) in Standard Operating Procedure, DDU-GKY** March 2022.
- Certification of **British English Language, British Council English Language** April 2020
- A.D.C.A. (Advance Diploma in Computer Application) from V.K Institute, Varanasi in Jan 2019.
- D.F.A (Diploma in Finance Accounting) from Sheetal Academy & Computer center, Varanasi in Oct 2019
- CCC (Course on Computer Concepts) from N.I.E.L.I.T, Varanasi in Dec 2019.



Languages

- English
- Hindi



Personal Interests

- | | |
|------------------------------|-----------------------------------|
| • Human Resource Development | • Micro Finance & Banking |
| • Information Technology | • Health Care |
| • Education & Training | • Consultancy |
| • Skill Development | • Corporate Social Responsibility |
| • Livelihood | |

Declaration

I, Kiran Kumari, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Kiran Kumari

Gorakhpur, U.P