

CURRICULUM VITAE

PERSONAL INFORMATION

AMRITA KUMARI
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 Email Id : kumari.amrita40@gmail.com
 Date of Birth : 11th June 1988
 Nationality : Indian
 Gender : Female
 Language Proficiency : Hindi, English
 Marital Status : Married

CAREER OBJECTIVE

To obtain a position in an Organization where I can maximize my management skills and my quality assurance, Programme development and training experience. I have a strong urge to have a long career in the development sector for serving the underprivileged of my country.

WORK EXPERIENCE

Name of the Organisation	Position	Period
Church's Auxiliary for Social Action	Program Associate	April 2013 – April 2015
Development Alternatives Group	Implementation Coordinator	June 2015 – May 2016
New Vision – Every right for every child	MIS Officer	October 2018 – December 2018
Smiles to Promise	Executive Assistant	March 2019 – June 2019
Shyama Prasad Mukherji Rurban Mission – Rural Development Dept. Jharkhand	Rural Development & Convergence Expert	October 2019 – till date

Church's auxiliary for social action Program Associate

Key responsibilities:

- Responsible for Coordinating, **Monitoring & Evaluation** and supporting the Partners Organization in Uttar Pradesh and Rajasthan.
- Responsible to **Implement the Project** at the **Village level**.
- **Facilitating & supporting** for the preparation of reports for CASA and Partner Organizations.
- Responsible for **Periodic collection of data from the partner Organization and Field level staff** for the Preparation of monthly report of the Partner Organization through **Proper MIS system**.
- Responsible to visit the field of Partner organizations in different districts of Uttar Pradesh.
- Support the team in any other related activities such as organizing meetings with the Partner Organization, Providing necessary information to the stakeholder of the Project.
- Conducted awareness workshop and prepare Action plan for Lok Hakdari Morcha.
- Conducted Baseline Survey of New Package Programme Partner In Uttar Pradesh.
- **Maintained and communicate minutes of the meetings and/recommendations and observations to field** staff during field visits for follow up action.
- **To be part of review meetings organized at the field level periodically** in order to assess and monitor project progress, identify bottlenecks and seek their resolution as also assess the utilization of funds allocated.
- **Participated in different state level meetings organized** in the state on any collective issue.
- **Developed and designed questionnaires and other structured or semi-structure tools for** data collection/surveys in consultation with coordinators and project officer in order to identify grass root level issues, problems and opportunities for development.
- **Collected case studies focusing on issues/strategies from the field**.
- Participated in **fact finding of the case studies**.
- Participated in **different workshops/meetings**.

**Development Alternative Group
Implementation Co-ordinator**

Key Responsibilities

- Implement and Monitor the Tara Akshar Programme in Rajasthan.
- Trained Tara Akshar field team as and when required.
- Reporting and Analysis
- Examination and Certification
- Liaison with other Organization and agencies
- Any other responsibility assigned by the Management from time to time

**New Vision-Every right for every child
MIS officer**

Key Responsibilities

- Assist Program Coordinator and State Program Coordinator in assuring MIS system functions with valid data
- Reporting and updating monthly targets against work plans check and report to state team on monthly, quarterly implementation of plans at the district level
- Provide Data to Program Coordinator and State Program Coordinator for preparing context analysis write-ups, monthly reports, case studies, providing data for Pune city for donor reports and for timely submission.
- Overall data management and documentation
- Support, review and strengthen in establishing Project MIS input and output for Child Protection.

**Smiles to promise
Executive Assistant**

Key Responsibilities

- All administrative and clerical work
- Filing and organizing documents
- Answering phone calls
- Sending E-mails
- Recording meeting minutes and performing book keeping tasks

Shyama Prasad Mukherji Rurban Mission – Rural Development Dept. Jharkhand
Rural Development & Convergence Expert

Key Responsibilities

- Responsible for efficient delivery on Awareness generation/ Social mobilization/ Institution building/ Community Participation/ Participatory planning and action through PRA/ Micro plan and village development plan for mission program areas as per guideline and roadmap.
- Responsible for participatory implementation of ICAP with district/block and panchayat level functionaries and community.
- Review of periodic progress report and provide feedback on regular basis to the supervisors/ team members and stakeholders.
- Responsible for preparation of training plan and activity and their timely implementation at state/district/block/panchayat/village level.
- Develop master trainer on thematic lines in the state/district/block/panchayat.
- Assist in the development of the monitoring and evaluation mechanism to capture the impact of community based activities in coordination with MIS officer and SC.
- Participating and co-facilitating periodic review meetings/VCs.

ACADEMIC QUALIFICATION

Qualification	Specialization	College/ University	Year of Passing	Percent age
PGDRM	Rural Management	Xavier Institute of Social Service Ranchi, Deemed University	2013	64 %
BBA	BBA	Birla of Institute of Technology Mesra	2011	73 %
XII th	Commerce	Holy Cross School (Ghatotand) CBSE	2008	67 %
X th	All	Holy Cross School (Ghatotand) CBSE	2006	69 %

ACADEMIC TRAINING

- Worked as a Team leader in Rural Camp and conducted **PRA exercises and Interview Schedule** under the guidance of the Faculty Members of XISS, part of fieldwork.

PROJECTS

- Summer Internship from **Vedanta Aluminium Limited, Lanjigarh (Odisha)** on the topic **“Impact Assessment of Commercial Vegetable Cultivation Project” & To assess the Livelihood Interventions and suggest recommendations in the peripheral villages of Vedanta Aluminium Limited, Lanjigarh, Kalahandi**” from 15th April to 15th June, 2012.

SEMINAR AND WORKSHOP

- International conference on Governance of Commons and Livelihood security in XISS.
- Attended National Debate on Food Security act 2013 in New Delhi organized by National People’s forum
- Attended thematic workshop on Sustainable livelihood in Kolkata.

EXTRA CURRICULUARS AND ACHIEVEMENT

- Assistant Group Leader in Rural Camp held in Binda Village, Ranchi during our Course curriculum in XISS Ranchi.
- Participated in Basketball Competition held in XISS Ranchi.
- Won prizes for best actress at school level.

REFERENCES

Mr. Irfan Khan
Education and Skill Specialist
PMU-Ministry of Minority Affairs
Contact No: 9810340521
Email: ekhan@devalt.org

Mr. Manish Shroff
Founder
New Vision – Every rights for every child
Contact No: 9226104518
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