

Cell: [+91-9955525353]



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SIKANDAR ALAM ANSARI

Aiming to fully utilize my skills and making a significant contribution towards the success of the organization

SKILLS & STRENGTHS

- ✦ A self-motivated team player with excellent Management Skills, communication, relationship management, problem solving skills, assertive & courageous.

WORK EXPERIENCE

1. **Excellent in computer Skills, MS office (excel, access, word, power point).**
2. **Excellent in communication skills, verbal & written both with hindi, English typing including digital communication.**
3. **Entrepreneurship Skills in procurement, sales, marketing, logistic's management, credit control etc.**
4. **Expertise in HR management, cost effective planning towards production.**

Organization: Phoolen Mahila Chetna Vikas Kendra

Duration: 9 Years

Location: Madhupur, deoghar, Jharkhand

Designation: Executive Director

Roles and Responsibilities:

- Planning and Implementation of different projects
- Management of Human Resource/Staff
- Responsible for ITR/Audit/FCRA Return (Quarterly & Annual)/Utilization Certificate submission on time
- Project proposal writing
- Report writing and Documentation
- Logistic management

Organization: KHUSHII (Kinship for humanitarian social and holistic intervention in India)

Duration: 24 Months

Location: New Delhi

Designation: Resource Mobilization Officer

Roles and Responsibilities:

- To Identify the resources for the purpose of raising fund for the organization and ensure that the beneficiaries receive facilities of full value of the expenditure incurred by the management.
- To contact source/donors (corporate, individuals)
- To assist in organizing events for raising funds and make concerted efforts in the generation of financial resource through donations, sponsorship etc.
- To train, demonstrate, supervise and evaluate performance of each team member/staff under me.
- To carry out other assignment(s) or job responsibilities which the management directs time to time.

Organization: Karra Society For Rural Action

Duration: 12 months

Location: Ranchi, Jharkhand

Designation: Field supervisor

Role and Responsibilities:

- Supervision & Monitoring of the Project.
- Organising the field level meeting/seminar / Workshop

- Active participation in formation and regularization of SHGs.
- Documentation.
- Data entry

PROFESSIONAL QUALIFICATION

Couse Detail	Institute	Year of passing
PGDM With Marketing & Banking	Asia pacific Institute of Management, New Delhi	2008
MBA with Marketing and HR	Punjab Technical University/Asia-Pacific Institute of Management, New Delhi	2010

EDUCATIONAL QUALIFICATION

Course Detail	University/ College	Year of passing
B. Com	Ranchi University (St. Xaviers college, Ranchi)	2005
(10+2)	J.I.E.C (Madhupur college, madhupur)	2001
(10 th)	Bihar board (M.L.G high school, Madhupur)	1999

Capacity Buildig Trainigs from Renowned Institutions of India:

1. Life Skill Development from FVTRS (Functional Vocational Training & Research Society), Bengalore.
2. Entrepreneurship Development from FVTRS (Functional Vocational Training & Research Society), Bengalore.
3. Entrepreneurship Development from Entrepreneup Development Institute of India, Ahmedabad, Gujrat.
4. Community Resorce Mobilization and Management from NIPCCD, New Delhi.

EXTRA Qualification:

Course	Institute	Year	Performance
Typing English & Hindi	Pitman Commercial Institute, Madhupur, Deoghar, Jharkhand	2001	60 words /min 30 words /min
Classical Vocal	Surnandan Bharti, Kolkata	2001	Excellent

COMPUTER KNOWLEDGE

- 2 Years Diploma from NIIT, RANCHI
Learned skills
Windows98/2000/NT/ XP, Linux, M/S office, Internet
Java, Ms sql server , Linux based C++ , Spss

EXTRA CURRICULAR ACTIVITIES / HOBBIES

- Expert in Photography and Videography
- Expert in English and Hindi Typewriting
- Trained in issue based Street play & Stage play for awareness in rural areas
- Two Years classical (vocal) course from surnandan bharti kolkata
- Player of musical instruments Guitar and Harmonium.
- Singing.
- Driving, 2 wheeler & 4 Wheeler.

LANGUAGES KNOWN

- | | |
|----------|-----------------------------------|
| English | Read, Write, Understand and Speak |
| Hindi | Read, Write, Understand and Speak |
| Urdu | Read, Write, Understand and Speak |
| Bengali | Understand and Speak |
| Khottha | Understand and Speak |
| Bhojpuri | Understand and Speak |

PERSONAL DETAILS

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|-------------------|---|
| Father's Name | : MD. Allauddin Ansari |
| Date of Birth | :02-02-1984 |
| Marital Status | :Married |
| Nationality | : Indian |
| Alternate Email | : sik_lm@yahoo.co.in |
| Permanent Address | :Village Bhogta Chorant, Po-Ramchandrapur, Madhupur, Deoghar, Jharkhand
Pin-815353 |

Sikandar Alam Ansari

(SIKANDAR ALAM ANSARI)

DATE:20/08/2021

PLACE-: Madhupur