

Deepak Gupta

Resourceful Project Manager with 7 years' experience with Government Projects.

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Profile Snapshot:

Motivated multitasking executive having over 6 years of experience. Familiar with Project execution and Coordination, Sales Coordination, Vendor Management, Manual Testing of Platform and Understanding of data analytical techniques. Capability to deep dive into data across multiple domains and implementing analytical solutions for desired Business Impact. Highly organized, motivated and diligent with significant problem-solving skills to get insightful results which can contribute further in organizational growth.

Technical Skills:

- **Data Visualization:** Advance Excel, Power Point
- **Tools/IDE:** Internal EPRs, SDMS, SIP

Education:

MBA – Marketing
NMIMS | 2022-Pursuing

Post Graduate Diploma in Computer Application
IGNOU | 2022- Pursuing

Bachelor of Arts
DU | 2014-2017

Areas of Interest:

- Project Management and Execution
- Government Capacity Building and CSR Projects
- MIS and Data Management
- Vendor Management

Project:

- Jal Jeevan Mission (Capacity Building Program)
- CBDM (UPSDMA)
- DAY-NULM
- Recognition of prior learning (CSR)
- PMKVY RPL with Bridge Course
- UPSDM Short Term Training Program
- UPSDM Residential Training Program

Professional Experience:

MIS & Project Coordinator | TCLL (Times of India Group) | Jan 2020 - Present

- Project Planning and Execution as per the guidelines
- Coordination with various government departments for Training and Awareness programs.
- Manage Government Training, Capacity Building and CSR Project Execution as per the Guidelines.
- Coordination with Clients for Billing and Payment.
- Coordination with District Authorities (DM,ADM,DDO and Block level coordination with BDO & ADOs) for smooth execution of the project (Government Projects).
- Reconciliation and internal audit (Project Wise).
- Coordination
- MIS and RFPs.
- Gram panchayat wise Trainer availability and Training of the trainers.
- Mobilization of the trainers as per the project requirements for district and block level trainings.
- Manage training as per the schedules.
- Control, Monitor & Manage center repository and Data base for various Govt. skilling and training projects.

Sales Support & Operation Coordination Executive | India Skill Pvt Ltd | Jul 2018 - Dec 2019

- Sales Admin
- Sale Support for Training Assessment (RDAT,BOCW and UPSDM)
- IT Coordination for smooth execution
- Platform Manual Testing and Handling (TAG Score)
- Coordination with Clients for smooth service delivery
- MIS and RFPs

Customer Support Executive | Lamba Enterprises Pvt Ltd | Mar 2016 - Jul 2018

- After Sale Support (CRM)
- Data Management
- Billing
- DMS
- Payment Collection and Follow-up

Project wise Assignments

Project Details	Key Responsibilities
<p>Jal Jeevan Mission (Village Level Capacity Building Program) Employer – Times Centre For Learning Limited Position – Project Manager Project Location – Gautam Buddh Nagar (UP)</p> <p>Project Overview - The Jal Jeevan Mission to empower and capacity building of skilled trained human resource in the sector such that the demands of construction, plumbing, electrical, water quality management, water treatment, catchment protection, etc. And awareness program on various aspects and significance of safe drinking water and involvement of stakeholders in manner that make water Everyone’s business at the gram panchayat level.</p>	<ul style="list-style-type: none"> • Arrangement of Trainers and their TOT. • Arrangement of training Infra and resources. • Communication with Jal Nigam and DM Office and District Development Officer for Project Execution. • Mobilization of Trainees from all Blocks and Gram Panchayats for capacity building skilling program. • Coordination with Block Development Officer for Technical Worker mobilization from all Gram Panchayat. • Ensure the registration of the technical workers details in JJM portal after training. • Reports and completion certificate from the district authorities after completion of the training project. • Monitoring, Reports and Data Management of the project.
<p>Community Based Disaster Management Training Program by Uttar Pradesh Disaster Management Authority Employer – Times Centre For Learning Limited Position – Project Manager (4 Districts) Project Location – Uttar Pradesh</p> <p>Project Overview – Community Based Disaster Management Training project covering over 950 Gram Panchayat of 19 Districts of Uttar Pradesh.</p>	<ul style="list-style-type: none"> • Communication with DM, ADM (FR), Tehsildar, Lekhpal and village Secretary. • Arrangement of training material. • Collection of reports from various departments. • Arrange Food packets for trainees in every Gram Panchayat in the district • Ensure the training as per the schedule and guidelines • Development of Village Disaster Management Plan.
<p>Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) Employer – Times Centre For Learning Limited Position – Project Manager Project Location – Kanpur & Farrukhabad (UP)</p> <p>Project Overview – Employment through Skills Training and Placement program.</p>	<ul style="list-style-type: none"> • Development of Training Centers. • Mobilization of the candidates from Nagar Panchayats for training. • Vendor Management and Team Handling. • Industry engagement for placement of trained candidates under the skill development program. • Batch wise orientation Plan as per the guidelines. • Communication with District Urban Development Agency for project execution.
<p>Recognition of prior learning (CSR) Employer – Times Centre For Learning Limited Position – Project Manager Project Location – Lucknow (UP)</p> <p>Project Overview - Skill certification component to enable youth to take on industry relevant skill certification which will help them to secure a better livelihood. Individuals with prior learning experience or skills can register themselves and get assessed and certified under the RPL.</p>	<ul style="list-style-type: none"> • Industry Connect for employees up skilling program. • Communication with stake holders. • Assessment and Certification from Sector skills councils. • Press Releases and Advertisements. • Development of training resources. • Vendor Management. • Data Management. • TOT and orientation planning. • Invoicing and MIS.

I hereby declare that the information furnished above is true to the best of my Knowledge & belief.

Date:

Place: NEW DELHI

(DEEPA GUPTA)

