

neeraj.chb@gmail.com

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Vikas Khand, Gomati Nagar
Lucknow, India 226010

Skills

- Youth Employment
- Startups establishment
- Skill Development Training & Education
- E-learning
- Project Planning & Management
- Corporate Tie-Ups
- Placement
- Business Development
- Liaising & CRM
- Rural Youth Engagement
- Youth Empowerment
- Screening & Counseling

Education & Training

06/2007

BCA:

Computers **Makhanlal Chaturvedi
National University of Journalism
And Communication**
Gorakhpur

05/2004

School and Intermediate:

Commerce

Udit Narayan Intermediate

College

Padrauna

Languages

Hindi, English: First Language

English: C1

Advanced

Websites, Portfolios, Profiles

- <https://www.linkedin.com/in/neeraj-chaturvedi-b2323018/>

Neeraj Kumar Chaubey

Summary

Obtained around 11 years of experience in Education & Training industry basically in Govt. **skill development projects, CSR (livelihood) projects** (Under Social Sector), **children development & community engagement. Developing rural deprived youth, Training, Career guidance & Employment.** I have worked across India, having innovative approach; contributed my expertise and skills to achieve individual and organizational target. Possess impeccable written and verbal comm. skills and excellent interpersonal skills. Majorly worked to empower rural & deprived youth through employment by skilling.

Experience

Gramin Yuva Aur Nari Sahayta Samiti - Project Head (DDU-GKY)

Lucknow 11/2020 -

Current

- Coordination with UP SRLM & Technical Support Agency
- Liaising with Govt. officials & other stake holders
- Community engagement & mobilization
- Training Center establishment as per govt. norms (SoP)
- Signing MoU / Corporate Tie-ups for youth employment.
- Skilling and Up- skilling youth for employment.
- Mobilization & Training support.
- Making admission strategies for paid/unpaid model courses.
- Team recruitment, development & management.
- Support in content writing, syllabus mapping.
- Batch creation and schedule management.
- Ensure delivering quality of training & smooth operation.
- Evaluate the costs, ensure adherence to assigned budgets & maximize ROI.

Indovision Services Pvt. Ltd - Placement Head

New Delhi 06/2018 -

10/2020

- Identify best suitable job opportunities as per placement load.
- MoU signing / Corporate Tie ups.
- Arrange trainees accommodation & other support at work location
- MIS and Record Keeping.
- To achieve assigned placement target of total training within time line.
- Candidates screening and training support.
- Ensure smooth & complete documentation after placement.
- Ensure trainees retention at work place
- Team Handling, PPS release & liaison with stake holders.
- Data upload on portal and evaluation

ICA Edu Skills Pvt Ltd - Dy. Manager Placement

Lucknow

12/2016 - 05/2018

- Handling DDU-GKY (A Govt. Project, skill training) overall placement activities in UP.

- Monthly Placement Load Identification & Achievement of Targets
- Monthly target setting of OJT & Placements (Center Wise)
- Submission of Monthly OJT /Placement Plan as per SOP
- Lead generation to meet monthly targets, Arranging job fairs / campus interviews once in a month.
- Monthly plan sharing with centers to take part in screening / selection Process of the candidates.
- To conduct pre placement sessions for expectation management of the candidates (At least once in a month).

Magic Bus India Foundation - Assistant Manager

Gwalior

01/2015 - 11/2016

- Livelihood program management (A CSR Project of Mondelez International).
- Recruit and induct livelihood centre staff for delivering program at centre level and manage all aspects of their performance.
- Ensure quality programming and placements.
- Quality program reporting and documentation, partner management, and timely coordination for financial reporting and documentation.
- Manage Magic Bus resources like: Budget, centre staff, and local partners to run program smoothly.
- Accountable for youth placements at the centre.
- Lead a team of staff and achieve targets at each stage of intervention including mobilization, needs assessment, skills training delivery and placement in work or education.
- Formulate personal development plans for each youth that sets out their training schedule and work or education targets.
- Provide high-quality career counseling and impartial information, advice and guidance.
- Oversee all centers' community need assessments and mapping exercise of other stakeholders in the local areas.
- Support the Head- Livelihoods of the region to implement updates to the program designed by the Magic Bus.
- Work with the Head - Livelihoods of the region to ensure staff has the right tools and training to undertake their duties effectively.
- Identify and respond to risks that could lead to youth dropping out of the program.
- Work with employers and colleges to ensure adequate placement opportunities exist at a local level for youth completing the program.
- Maintain partnerships with other skills training providers that can add value to the program by receiving referrals of Magic Bus.
- Monitor the effectiveness and quality of partner interventions and training delivery.

MANAV VIKAS EVAM SEWA SANSTHAN - Center Manager

Lucknow

01/2013 - 12/2014

- Manage training center as per SOP and guidelines.
- Ensure training quality for better placement graph.
- Co-ordinate and build healthy relation with trainees to reduce dropout ratio in

class and at the work place.

- Sharing motivational speech / PD classes time to time.
- To prepare reports and represent it to concerning officer time to time.
- Prepare monthly development reports.
- Resolve trainees query and issues.
- Organize the job fair / workshop / guest lecturers & events.
- Complete dossier, SFs and center readiness as per SOP
- Placement data compilation and maintaining records.

Mahavira Institute of Technology and Management - Assistant Manager-Training

Haridwar 02/2008-

12/2012

- Achieve monthly admissions target for Distance learning program.
- Developed volunteers in the designated area.
- Hand holding support to the existing centers like: Branding, Marketing & Team Development.
- Develop relations with professionals / plant head / top level management for admissions of working people in the company.
- Strategic planning to achieve admission target.
- To work for Placement after successfully completion professional Degree / Diploma Program.
- Arranged events and workshop.
- Assessment and examination management

Personal Information

Marital Status: Married

Date of Birth: 13 Sept. 1987

Permanent Address: H No 240,

Village: Tadwa Chaubey Tola

Padrauna, Dist.- Kushinagar PIN-

274304, UP (India)

Interest

I like to read news and see updates around me actively on social media. I Love travelling and want to meet people across the world.