

CURRICULUM VITAE

SUSANTA SAHU

At/Po- Badakantakul

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CAREER OBJECTIVE:

To enhance my working capacities, professional skills, business efficiencies in an environment of growth and excellence, which can be provided me job satisfaction and help me achieve personal as well as organizational goals.

ACADEMIC QUALIFICATION:

- Pursuing MSW from Utkal University of Culture (2021-23)
- Graduation in Arts from Utkal University, Odisha in 2006
- +2 in Arts from CHSE, Odisha in 2003
- 10th from BSE, Odisha in 2001

COMPUTER EDUCATION:

- GNIIT -2 years IT Professional Program (Certified from NIIT, 2009)

WORK EXPERIENCE DETAILS: *(From current to past)*

1. Company	: Shivani Educational and Charitable Trust
Designation	: Quality Team Head (15th Sep 2020 – Continuing)
Project	: DDU-GKY (Part of the National Rural Livelihood Mission (NRLM))
Role	: Maintaining the quality parameters starting from mobilization to training, OJT and placement with post placement tracking. Daily monitoring of training centres, ensure compliances of daily failures, data validation and ensure all execution processes are implemented and maintained as per the SOP guidelines. : Ensure readiness of training centre setup with branding and equipment setup. Preparation of Due Diligence (SF 5.1 D1/ SF 5.1 D2). : Training centre inspection and compliances against observations by different audits. : Prepare proper data as per SOP guideline for Instalment submission for releasing fund from SRLM.

2. Company	: NIIT Yuva Jyoti Ltd.
Designation	: Quality Team Executive (Nov 2018 – Aug 2020)
Project	: DDU-GKY (Part of the National Rural Livelihood Mission (NRLM))
Role	: Maintaining of quality parameters starting from mobilization to training, OJT and placement. Daily monitoring of training centres, Ensure compliances of daily failures and data validation. : Ensure readiness of training centre setup with branding and equipment setup. Preparation of Due Diligence (SF 5.1 D1/ SF 5.1 D2). : Training centre inspection and compliances against observations by different audits. : Prepare proper data as per SOP guideline for Instalment submission for releasing fund.
Company	: NIIT Yuva Jyoti Ltd.
Designation	: State MIS (LDM Executive) (Oct 2015 – Oct 2018)
Project	: : DDU-GKY (Part of the National Rural Livelihood Mission (NRLM))
Role	: Collecting , Updating and monitoring of DDUGKY ERP systems- Kaushal Pragati, Kaushal Panjee, ORMAS MIS portal etc. Ensure data accuracy and security in internal and client side MIS. : Prepare and submit daily, weekly, monthly, quarterly and yearly reports as per prescribed reporting formats following deadlines and ensure all processes are implemented and maintained as per the SOP guidelines. : Provide support in maintaining overall record of different reports for day to day activities as per project requirement.
3. Company	: Luminous Infoways Pvt. Ltd
Designation	: Asst. Manager- CSP Operations, Arunachal Pradesh (Sep 2013 - Sep 2015)
Project :	1. Content Service Provider (CSP) - State Portal, Arunachal Pradesh 2. Online Recruitment Management System of Office of the Chief Engineer, Coordination, Training & Vigilance, PWD, Govt. of Arunachal Pradesh 3. Website of Animal Husbandry, Govt. of Arunachal Pradesh 4. Website of Law, Legislative & Justice Dept., Govt. Of Arunachal Pradesh 5. Website of Public Health Engineering Dept., Govt. Of Arunachal Pradesh 6. Website of Gazetteers Dept., Govt. Of Arunachal Pradesh
Role	: Implementation of CSP activities of all Government offices of Arunachal Pradesh. :Liasioning with officials of all Government offices for smooth operation of the projects. :Creating new scope and managing on-site activities to ensure completion of projects within the time and cost parameters : Arranging necessary trainings & workshops for various projects. :Reporting management of team's Performance on daily/weekly/monthly basis. (MIS Reports)

Company : Luminous Infoways Pvt. Ltd

Designation : Domain Analyst (Dec 2009 - Aug 2013)

Project: 1. RTI Central Monitoring Mechanism
2. District Portals of Odisha

Role : Providing hand-holding and helpdesk support in Govt. offices on technical failure.
: Web-portal Analysis for Improvements and Conducting Training.

CORE COMPETENCIES:

Functional Skills:

- Analytical and Problem Solving skills
- Customer services
- Ability to initiate and identify areas for improvement

Personal Strengths:

- Creative
- Quick learner
- Self Motivated

PERSONAL DETAILS:

Father's Name : Dhruba Ch. Sahu
Mother's Name : Pramila Sahu
Address : At/Po- Badakantakul
Ps- Bantala
Dist- Angul
Pin- 759129, Odisha
Date of Birth : 20th July 1986
Nationality : Indian
Religion : Hindu
Gender : Male
Marital Status : Married

DECLARATION:

Here by I declare that the above mentioned facts are true to my knowledge and belief.

Place:

Date:

(Susanta Sahu)