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| RAJUDDIN ANSARI rajuddinansari412@gmail.com|7275 360 832 |   |

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| Result-oriented professional with expertise in **Project Management & consultant ;** targeting assignments in organizations of repute |
|  **Profile Summary*** Dedicated professional with **5 years** of experience in **consultant** , showcasing excellent skills in overall execution of the project and stakeholder management
* Possess experience in monitoring the overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize resource optimization
* Proficient in managing & supporting projects involving issue rectification, capacity building, troubleshooting & problem resolution, maintenance of websites & portals, end user training and cross-functional coordination
* Skilled in monitoring all activities and ensuring their smooth execution as per project schedule with focus on optimum utilization of resources
* An highly-driven professional with strong relationship management skills with the capability to relate to people at any level of business and management; possess excellent analytical and negotiation skills.
* Expertise in training of SHG (self help group ) and capacity building also.
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| **Jan’15 – Feb’20****IAP Company pvt. Ltd Gurugram** **Client:Panchayat Raj, Govt. of Uttar Pradesh****Project:** **Rashtriya Gram Swaraj Abhiyan under Govt. of Uttar Pradesh****Key Result Areas:*** All the funds that came from state government and the central government to the gram panchyat were accounted for by their accounting through priasoft (panchyati raj accounting software )
* Performed duties as Project Manager; maintained and updated all project related websites including Priasoft, Plan Plus, Action Soft, National Asset Directory, M-Action Soft, National Panchayat Portal and so on
* Participated in the troubleshooting of websites; ensured timely issue resolution and adherence to the quality norms throughout the process
* Reviewed existing systems & requirements and facilitated the implementation of new systems/ processes, in line with the overall project goal and objectives
* Advanced understanding and working on basic office applications like MS Office (Word, Excel, Power Point, Outlook)
* Maintained official project documentation in the administrative and financial sections
* Managed the database on the websites including database updation, error correction and data manipulation in Basic My SQL, Multi Vendor platform customize developments
* Delivered training & development sessions to end users like Gram Sewaks, Pradhans, DPROs and so on to educate them about the working of the portals and latest updations in the website; ensured the end-users are in line with all the latest developments in the websites and portals
* Interacted with team members 500 team to ensure smooth progress of project work and managed the technology resources of project.
* I use to do the work of uploading the tender on GEM portal and E-tender governed the state ,the official site of govt. of India preparing the letter writing and drafting in a hindi and English as well .
* Meeting with chief medical officers(CMO) in a district and discussed regarding work of ANM , MOIC about immunisation in a district.
* Done weekly meeting and training with updated technology with district magistrate,district panchyat raj officers ,basic shiksha adhikaari and chief development officer and share all the report regarding gram panchyat.
* To give information about various scheme like SB (G),BRGF , E-governance,E-district ,and the many more scheme going in uttar Pradesh and how it get benefit from scheme the work of training is also done by me.

**April-21 to present now****United Poultry ltd. (Gonda) Lucknow****Cattle feed division** **Sr. Sales Excutive** **Key Result Area:*** Make client directly from distributor and Retailer and sell him to directoly.
* Conducting market research to identify selling possibilities and evaluate customer needs. Actively seeking out new sales opportunities through cold calling, networking and social media. Setting up meetings with potential clients and listening to their wishes and concerns.
* Builds business by identifying and selling prospects; maintaining relationships with clients. Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options

**Academic Details*** B.Tech. (Electronic Instrumentation & Control Engineering) from Azad Institute of Engineering & Technology Lucknow, UPTU, 2017
* 12th from Government Inter-College, Deoria, UP State Board, 2007
* 10th from Government Inter-College, Deoria, UP State Board, 2005

**Industrial & Academic Trainings** * Received training in Maintenance of Signal System from Indian Railway, Gorakhpur Division, 2013
* Completed Crash Course in Web Development from NIIT Lucknow, 2013

**Academic Project*** **Project Title**: Electricity Generation Using Pressure Pads
* **Project Description**: The objective of the project was to convert the mechanical energy to electrical energy

**Technical Skills*** Proficient in all Microsoft center system configuration (SCCM)
* Azure technology

**Extracurricular Achievements*** Gram panchyat vikas yojna (GPDP) programme successfully implementing in district balrampur
* Rashtriya gram swaraj abhiyan programme over 500 people training on different portal.
* Successfully implement digital signature in a district of pradhan and sachiv on government portal.
* 100 plus SHG women trained for sanitary napkin of manufacturing and motivated for self sale.
* Master trainer of national institute of rural development and panchyat raj hydrabaad .

 **Personal Details** Date of Birth : 1st July 1989Languages Known : Hindi and EnglishPermanent Address :Goyal heights tower no.2 flat no.303– 226010, Uttar Pradesh  |