



SUKUMAR MONDAL

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To work for the upliftment and empowerment of the vulnerable section of the society

PROFILE SUMMARY

- ❖ As a leader, offered **8 years** of proficiency in overcoming complex challenges to work for **social justice** with **children and women**.
- ❖ Currently Pursuing **MSW from IGNOU**
- ❖ Established **effective goals, targets, and policies** for the team's growth that would benefit the organization and increase productivity.
- ❖ Managed the **HR and Administration**, Implemented **Government & Organizational policies**
- ❖ Built good relationships with the **Government officials, Internal and External stakeholders**, partner **NGO and Donors** resolved issues associated with organizational activities.
- ❖ **Made effective decisions**, and enabled smooth business activities in the project.
- ❖ Prepared and executed the **Annual Budget and Monthly operation Expenses, Annual and monthly plan and Monthly/Quarterly Reports** to Government authorities, donors and Head Office.
- ❖ Supervised the infrastructure, property, building, vehicle, Electronics & digital assets, AMC etc.

CORE COMPETENCIES

- ▶ Government Networking
- ▶ Committed and Dedicated
- ▶ Patient, flexible and adaptable
- ▶ Budget Planning
- ▶ Project Management
- ▶ Workforce and People Management

SOFT SKILLS



EDUCATION

- 2008: Madhyamik, WBBSE, 1st Division
- 2010: Higher Secondary, WBBHSE, 1st Division
- 2014: B.A (English Hons.), University of Calcutta, 2nd Division
- 2023: MSW, IGNOU, Currently pursuing

WORK EXPERIENCE

2015 - Till Date

Mahima Premanand Boys' Home (JKPS) – Superintendent

- Planning, supervision, and co-ordination of all activities in the Institution with a child friend atmosphere.
- Ensure services provided to the children at the Child Care Institution (**CCI**) in compliance with the provisions of the JJ Act 2015 and coordinate with CWC, DSW, DCPU, DCRT, JJB, DCRT, DLSA, Police Station, BDO, CHILD LINE etc.
- Ensure the safety and security of the Institution through proper supervision and inspection. Deal with the issues against the child rights, organization, service policy, code of conduct, violation of CCI rules etc.
- Ensure children's education, health, basic rights, legal aid/assistance, SIR, opening bank account and registration for Aadhar/Birth certificate etc.

- Assist the HR department in staff recruitment, interview, and job notification, employment and confirmation etc.
- Evaluate Staff's Annual Performance Appraisal, Goal setting, Duty sheet, Leave, PF & ESIC document etc.
- Perform as the Member Secretary for the Management Committee Meeting, CCI Staff Meeting, and Children's Committee Meeting.
- Financial management of the Institution, propose plan and non-plan schemes, Annual/Monthly Budget, Approve monthly expenses of the CCI operation cost & staff's conveyance, NEFT payment sheet for vendors.
- Be the custodian and ensure the safety of important confidential documents, deeds agreements, personal files of staff, valuable articles of children, visitors/donors etc.
- Maintain confidentiality of the Children and Staff, being sensitive to protect children without race, culture, religion and the organization too from misusing their details on the social media platform.
- Address the staff issues and Ensure POSH, Child Protection Policy, POCSO are in effect for all the staff, visitors.

2012 - 2014

Apps Daily Solutions Pvt. Limited – Customer Sales Specialist

- Gained product knowledge on the software app to perform on android/IOS based smart gadgets
- Assist customer's privacy matter on their smart phone/Laptop/Tab malware, data loss, safe information, antitheft features, data privacy, and secure insurance on the digital gadgets -mobile/tab/laptop.
- Handling the Store, promote & sell other gadgets, gained knowledge on other brands, built customer relationship

2010 - 2012

Eureka Forbes Ltd. – Junior Sales Executive

- Communicate public and PVT agencies/company mainly for domestic and commercial UV/RO water purifier
- Monthly/ Weekly Sales plan, Daily visits for House/Office/companies, factories, follow up etc.
- Enquire client's requirement, check water PH rate, product demo and customer need/ feedback, Post sales follow up, assist in service, and get referral contacts for further business on other home appliances also.
- Promote the brand, reach out to people, and share awareness on safe drinking water.
- Supported other teams for product knowledge, fulfilled targets, and provided more profit margins. Communicate public and PVT agencies/company mainly for domestic and commercial UV/RO water purifier.

(1) Child Rights and function of Child Care Institution by DCRT in 2023 **(2) First Aid & CPR orientation** by Life Saving Society of India in 2022 **(3) Sensitization cum awareness on Child Safety** by DLSA in 2022 **(4) Certification on Leadership** by Global Leadership in 2020

Training & Seminar:

PERSONAL DETAILS

Date of Birth: December 27, 1991

Languages Known: English, Bengali and Hindi

Address: C/O Durga Biswas Village- Gosaba, Post Office- Gosaba, Police Station- Gosaba, District -South 24 Parganas, Pin Code-743370, Near Gosaba BLR Office, West Bengal

Target Location: PAN India

Reference Person:

- 1) Abhisek Sharma**
Senior Manager - Community Development
Contact no- 9804555512
- 2) D P Sarkar, Exe. Asst. to CEO**
Contact no- 8697812366, 8777090394
- 3) Priyanka Chaudhury Basu, Superintendent**
Contact no -9674086967