

# **SUKUMAR MONDAL**

sukumarmndl91@gmail.com +91-8444844325

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** 

**Budget Planning** 

Committed and Dedicated

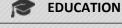
**Project Management** 

Patient, flexible and adaptable

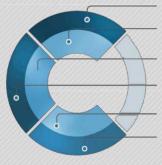
Workforce and People Management



### **SOFT SKILLS**



2010: Higher Secondary, WBBHSE, 1st Division



Leadership & Ownership Administration & Operation lead

2008: Madhyamik, WBBSE, 1st Division

Multitasking Rapport building and **Proficiency in Communication** Strategic and adapt to change Determined & consistent

2014: B.A (English Hons.), University of Calcutta, 2nd Division

2023: MSW, IGNOU, Currently pursuing

Mahima Premanand Boys' Home (JKPS) – Superintendent

### **WORK EXPERIENCE**

### 2015 - Till Date

- 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.

Training & Seminar:

(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

# 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