

Sumeet Kumar

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Career Objective: To be a part of unending process of learning by continuously enhancing my knowledge and be a part of an organization, where I can share responsibilities and make valuable contributions to the organization.

Skills:

- MS Office
- Presentation
- Data Analysis
- Report Writing
- Typing : English , Hindi
- Hardworking
- Communication
- Problem Solver
- Team Worker

Work Experience:

1. JUNE 11, 2019 – May 31, 2023

Program Lead- Going to School, Patna

- Worked on Data analysis, Data handling of different ongoing programs
- Worked on the government letters on taking the approval of fluent implementation of our get a plan program. The letter medium is in both English and Hindi.
- Coordination with the government officials in order to provide letter and report of our program.
- Streamlined project management methodologies and communication to the district team, which increased 90% efficient.
- Provide accurate reporting on project status throughout the session with encouraging 200000 students in order to make them young entrepreneurs.
- Initiated training with the team members regarding project development, resource planning, project management best practices and appropriate delivery of project outcomes.
- Coordinate all project inputs with several functional/technical directors, managers, project core teams, and project staff to formulate appropriate project tools, processes and methodologies.
- Documentation and Report Writing
- Testing Content in several Government schools (both Online and Offline Content)
- Visiting different Government School and monitor School program implementation closely across Bihar.
- Implementation of different school programs
- Finding several Internship opportunities in several green enterprises in terms of teaching 21st century skills to the School going children
- Documentation and Report writing of Internship program

2. JULY 5, 2017 – SEPTEMBER 30, 2017

Program Associate/ Population Service International (PSI), Saran, Bihar

- Program implementation, Activity planning and documentation
- Liaisoning with Block Education Officer, HM, Nodal Teacher & DPO.
- Capacity building of the BRP, CRCC, HM & Nodal Teachers.
- Monitoring program implementation regarding emphasis of Team Building.
- Scheduling and organizing campaigns for program implementation.

3. JUNE 22, 2016 – FEBRUARY 28, 2017

Program Associate/ Population Service International (PSI), Saran, Bihar

- Program implementation, Activity planning and documentation.
- Liaisoning with Block Education Officer, HM, Nodal Teacher & DPO.
- Capacity building of the BRP, CRCC, HM & Nodal Teachers.
- Monitoring program implementation regarding emphasis of Team Building.
- Scheduling and organizing campaigns for program implementation.

❖ **Other Experience:**

- Worked as “Data Entry Operator & Dispatcher” in Dr. Jain Video on Wheels Ltd. for 1 Year and 2 months.

Education:

2023

M.A. in Sociology/ A.N. College, Patna

M.A. in Sociology, focusing mainly on social development in several sectors. Passed with 61%

APRIL, 2013

B.A. in Sociology/ Magadh University, Patna

Graduated in Sociology from Magadh University, Patna in April'13, with 52.05% consolidated marks.

JUNE, 2010

Higher Secondary Examination/ Mahanth Hanuman Sharan High School, Patna

Passed Higher Secondary Examination in 2010 in Bihar Intermediate Education Council (B.I.E.C Board) with 50.04% Marks.

MAY, 2008

Secondary Examination/ B.N. Collegiate Secondary School, Patna

Passed Secondary Examination in 2010 in Bihar School Examination Board (B.S.E.B) with 50.04% Marks.

Language Proficiency:

- Hindi (Read, Write and Speak)
- English (Read, Write and Speak)