**Administration and Data PROFESSIONAL**

* Dynamic and business savvy professional with broad-based skill sets and 15+ years of experience. Presently working as Office Manager Administration in VIDHI-Center for Legal Policy.
* Results-focused, quality-driven professional, demonstrating consistent achievement of objectives and dedication to organizational goals
* Computer knowledge and skills include operating in MS Office etc.

**Work Experience:**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation**  | **Responsibilities**  |
| VIDHI-Center for Legal Policy | Office Manager-Administration  | Managed all administrative matter related to office. Coordinating office activities and operations to secure efficiency and compliance to company policies. Supervising administrative staff and dividing responsibilities to ensure performance.Keep stock of office supplies and place orders when necessary. |
| Ministry of Health and Family Welfare | Jr. Consultant | Support NTEP program by inter and intra Department coordination, Liaison for different Ministries, conducting meetings at National and Sub-national level; management of dispatch Logistic and Procurement  |
| Evidence Action- Deworm the World Initiative | Admin Assistant (Operation) | Assisted in Deworming project for MoHFW, **supported Finance team for data entry in software and** audits, Filing Procurement, logistics, liaison support to finance and other departments  |
| ICGEB (International Center for Genetic Engineering and Biotechnology)  **(duty station- LN Hospital TB Chest Clinic, Delhi)** | Technical Assistant | Community based tracking of Pulmonary cases from LN Tb Chest Clinic, registration, collection of blood samples, sputum samples and follow up. Liaison with laboratories for TSH and entry of Patient records entered in project software and telephonic calls and participant follow up |
| REACH – Leading the fight against TB (Resource group for education and advocacy for community health) | Admin Officer | Managed all administrative matter related to REACH, Coordination with states to assist in budgeting and project deliverables |
| FIND (Foundation for Innovative new diagnostics)  | Advocacy Assistant | Field visit to Private Doctors/Clinics (Child Specialty) to collect TB patients records. Advocacy with doctors for sample collection for quality assured TB test |
| CHAI (Clinton Health Assess Initiative) **(Duty station- Central Tuberculosis Division, Nirman Bhawan)** | Program Assistant  | To collect and collate programmatic data from states, support TB programme, Liaison work for different ministries |
| PATH (Progam for Appropriative Technology in Health) **(Duty station- Central Tuberculosis Division, Nirman Bhawan)** | Program Assistant / Data Analyst  | As part of drug resistance PMDT project attended review meetings and data collection from states for compilation and review at National level |
| IIHMR, International Institute of Health Management Research  | Technical Assistant | Worked with DEAN as a Technical Assistant, Preparing technical documents and reports for scientific and academic papers.  |
| Rotary International South Asia office and Rotary International InfoTech Pvt Ltd  | Team Leader  | Handling International Rotary Database for quality, supervise team and maintain data bank of the same. Maintain and update the contact detail of all International Rotary members. Assistance to Admin and Finance team for data entry in software, support audit team for entry checks |
| NISTADS (CSIR)  | Assistant | Worked with Senior Scientist, involved in difference Research projects, Research paper typing, Data entry, filing day to day routine work |

|  |
| --- |
| **TECHNICAL SKILLS** |

* 9 Month certificate course in computer application from Learning Institute of Computer Science (Regd.) Affiliated by Maharaja Aggarsain Siksha Smiti, Shakti Nagar, Delhi.
* Well conversant with all Windows-based computers operating systems and applications and packages like MS Office.
* Well acquainted with the internet and related networking technologies.
* Have working knowledge of using and executing task using Client/ Server applications developed for Data entry tasks.
* Got a typing speed of 60 W. P. M.

|  |
| --- |
| **EDUCATION & ACCREDIATIONS** |
| **Qualification** | **Institute** |
| Post Graduation(MA)  | Sikkim Manipal University |
| Graduation (BA (Pass) | Delhi University |
| Intermediate (10+2) | CBSE, Delhi |
| SSC (Matriculation) | CBSE, Delhi |

|  |
| --- |
| **PERSONAL DETAILS** |

Sex: : Male

Marital Status: : Married

Nationality: : Indian

Languages known: : English & Hindi, Punjabi

Address: : 14/14 B, 2nd Floor, (Upper) Tilak Nagar, Delhi-110018

Email Id: : ipsingh72@yahoo.com ips\_redrose@yahoo.com

Contact : 9871987245, 8178193971, 9718300824

Place: Delhi **(Inder Pal Singh)**