

Jitendra Kumar Sen



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To successfully obtain a challenging position in pioneer organization that will allow me to utilize my knowledge and transform educational experience in a rewarding career and thus contribute to the success of the organization with outstanding performances.



Education

MBA (HRM & Marketing)
JRN Rajasthan Vidhyapeeth University, Udaipur

B.COM.
Mohanlal Sukhadiya University, Udaipur



Work Experience

Program Leader, Sirohi (Rajasthan)
PIRAMAL FOUNDATION (Aspirational Bharat Collaborative)

February, 2025 to till date

Education, Water Sanitation & Health - The Aspirational Bharat Collaborative represents a synergistic partnership between **NITI Aayog and Piramal Foundation**. Transitioning from its precursor, (Aspirational Districts Collaborative), it is a renewed endeavour focused on working with District Administrations to facilitate Last Mile Convergence and Hyper-Local Collaboration. We have deployed teams in 150+ districts to support District Administrations to address complex demographic, geographic, and socio-economic issues of India's most backward districts.

My job responsibility is to carry out the following tasks:

- Planning, Monitoring, Implementation and reporting of project.
- Lead 5 Gandhi Fellow under Gandhi Fellowship Program in district.
- Ensure to implements GPDP (Gram Panchayat Development Plan) with Collaboration with Panchayati Raj Vibhag and District CEO.
- Ensure to Submit Monthly report to District Collector/CEO/DEO and BDO's.
- Liaison with partner organization, Govt. Departments (SAMSA/PRD/ICDS/WED) , Stakeholder's.
- Ensure to Organize workshop under leadership of District CEO and BDO.
- Work on self development activities for Gandhi fellow's.
- Ensure to Daily monitoring, tracking and support to Gandhi fellows.
- Ensure to organize of VWSC Meeting at panchayat level.
- Ensure to Submit weekly report, monthly report and quarterly report to Program Director.
- Ensure to Attend monthly meeting with CEO/BDO/DEO/SDM.
- Any other developmental task assigned by senior management.

District Pragati Coordinator, Sirohi (Rajasthan)
FOUNDATION TO EDUCATE GIRLS GLOBALLY

April, 2018 to February, 2025

Education & Livelihood- Worked in **Adolescent Girls Pragati Project in Sirohi District** and also pilot project of **Women's Empowerment Program (Livelihood project)** in year 2022-23 which was working in 2 panchayat of Aspirational Block Aburoad.

My job responsibility is to carry out the following tasks:

- Managing team of 15 field coordinators who are reaching out to 236 villages and implements our community and school level (Enrollment and Learning) activities as per organization process.
- Responsible for Engaging 236 Team Balika's (Volunteers) and support them about Enrollment, GKP and LSE training and taking feedbacks about our school level activities.
- Responsible for liasioning with government officers of Education department like DEO/CBEO/PEEO's/ PWD/WED and other NGO's.
- Ensuring strong bond and liasioning with Panchayat level VDO/Sarpanch and other PRI's
- Planning to project implementation and Evaluation.
- Facilitate smooth and efficient implementation of project at the village level support, supervision, and facilitation of the field coordinators.
- Maintaining documents, record of SMC meetings, NRSTC purposed, Maa-Baadi purposed and enrollment data of all schools.
- Daily reporting of plan v/s actual of all 15 field coordinators.
- Maintaining financial management all trackers, data, attendance record, budget record.
- Monthly reporting, quarterly reporting against target v/s achievements in MS Excel, Microsoft presentation and present in monthly review meeting and quarterly Ops meeting.
- Responsible for give trainings of all activities to all staff & volunteers to smoothly implement community level and school level activities in ground level.
- Responsible for organize events and trainings of Govt. teacher's in respective blocks.
- Responsible for Monitoring of field team for ensuring the deliver all activities as per process and timeline.
- Ensuring support visit with field team as per requirement for support in implementation of field activities (Enrollment & learning) also support in village level Govt. liasioning.
- Facilitating Donor's visit on the field.

Public Relations Officer, Udaipur (Rajasthan)

ARAVALI GROUP OF COLLEGES

Nov., 2021 to May, 2023

Education- Aravali Group of Colleges, Udaipur", as one of the major college groups established in 2004 Aravali Group is committed to holistic growth and overall student development. Aravali Institute of Technical Studies was created in 2008 and is now among the top picks for all engineering students. Aravali Institute of Technical Studies as one of the best engineering college in the Udaipur Region

My job responsibility is to carry out the following tasks:

- Managing team of 2 field officers who are reaching out to all govt, and private secondary schools of sirohi, Jalore and pali districts for introduce of Aravali collage and collecting science student's data for student & Parents counselling.
- Managing 2 back office admission counsellor who are responsible for student enquiry process to final admission process.
- Responsible for liaising with government officers like DEO/CBEO/HM/Teacher's.
- Responsible for Meeting with private School Director & Principals and School staff to introduce about Aravali Group of colleges.
- Responsible for Presentations in schools and coaching institutes regarding introducing Aravali courses and make student career in technical field with Aravali.
- Responsible for Make arrangement for big career seminar and Educational trade fare in all Sr. Secondary schools of sirohi and jalore districts.
- Planning, documentation and all reporting in PPT and excel to Sr. Counsellor Head & Director.
- Maintain all school's student's data in MS. Excel and other software of organization.

Sr. Sales Executive, Ahmedabad (Gujarat)

RAAJRATNA METAL INDUSTRIES LIMITED

Spt., 2010 to Dec., 2015

Manufacturing Industry- Organization is manufacturing SS wire and i was looking marketing of domestic market specially Gujarat and South region.

My job responsibility is to carry out the following tasks:

- Managing team of 4 Assistance field executive who are responsible for getting inquiries for order of products and regular follow up for payment against order.
- Ensuring strong bond and liasioning with internal cross vertical like production team, Planning team and dispatch team to produce the material against purchase order as per our committed date.
- Ensuring strong bond with our dealers who all are responsible for take deliver material to client.
- Responsible for payment follow up with customer against orders
- Responsible of completing process of LC (letter of credit)
- Responsible for collecting payment cheque from customers
- Planning, documentation and all reporting in PPT and excel to Sr Marketing Manager.
- Maintain all client and their payments data in Excel.
- Maintain data from enquiry process to final dispatch of material in organization software and excel also.



Skills

- Proficient in MS Office
- Working knowledge of Microsoft Excel handle large data, formulas, pivot-table, etc.
- Proficient in power point presentation (PPT), Zoom Meeting, Google meet and Teams.



Languages

- Hindi
- English
- Gujarati



Personal Details

- Father's Name: Mr. Babu Lal Sen Nationality: Indian
Gender: Male
- Address: Dr. Sampurnanand Colony, Sirohi (Rajasthan)
- Personal Interests: Watching motivational video & Passionate about Learning new Things.

Declaration

I, Jitendra Kumar Sen, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Jitendra Kumar Sen

Sirohi (Raj.)