

MANZOOR AHMAD KHAN  
150/3, Block No: 118, village: KutheraKherla, Tehsil:Amb,  
District:Una(Himachal Pradesh),  
Pin no. : 177203



Mobile no. : 091-88949 23160

email id:[manzoork207@gmail.com](mailto:manzoork207@gmail.com)

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## EXPERTISE

District Coordinator under POSHAN  
Abhiyaan.w.e.f 20-02-2019 and still  
working  
Women & Child Development Department  
District Una (H.P)

- MBA Finance/Marketing from KC Institute of Management

- Advance spreadsheet and database skills using Microsoft Excel
- Proficient in identifying & adopting emerging trends & addressing industry requirements to achieve organizational objectives and profitability norms
- Demonstrated abilities in completing assignments within time budgets and calendar schedules while handling multiple tasks
- Excellent organizational, time management, communication & leadership skill
- Great Attention to detail and problem solving skills.
- Strength: Flexible, Consistent, Like to work in team
- Team Management and conducting Capacity Building programs

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## CAREER HIGHLIGHTS

### Women and Child Development Department, H.P

Currently working in Women and Child Development Department on the post of District Coordinator under POSHAN Abhiyaan scheme in Una District of Himachal Pradesh.

#### Roles and Duties

1. Fully responsible for implementing the POSHAN Abhiyaan Scheme, Mukhya Mantri Bal Suposhan Schemes & WINGS (Women and Infants Integrated Growth Study) in the District.
2. Imparted training on various schemes like POSHAN Abhiyaan, Mukhya Mantri Bal Suposhan Yojana, Him Purak Poshahar Pushti Mobile application & WINGS (Women and Infants Integrated Growth Study), piolet based scheme launched in Una District.
3. To coordinate and evaluate deliveries in the district as a Key Performance Indicators for health and nutritional improvement of the targeted beneficiaries;
4. To undertake overall administration and coordination of the nutrition projects and ensure smooth and effective delivery of all intended services in the project jurisdiction, in convergence with the line departments, so to strengthen results and monitor and evaluate the performance and outcomes of the Nutrition & health based programmes.
5. Support District level ICDS officials on usage of CAS systems and Escalate issues as needed, with the higher authorities and technical team.

6. Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.
7. Monitor and follow up of worker activity reports.
8. Organizing meetings for Convergence Action Plan, Criminal Injuries and Rape Victims Schemes etc.
9. Organizing Capacity building Programs on ILA (Incremental Learning Approach)modules and ICT-RTM (ICDS-CAS and POSHAN Tracker) for District Resource Groups and supervising the Capacity Building Programs organized on block level.
10. Daily and monthly based reporting to the Directorate related to the POSHAN Abhiyaan, MMBSY, MRIGS and other schemes assigned by the District Programme Officer and Directorate WCD.
11. Uploading the data on Governance Dashboard under POSHAN Abhiyaan and keep monitoring on the Block level Officials related to the data feeding on the Governance dashboard and on Jan Andolan Dashboard.
12. Responsible to provide the benefits of Mother Teresa Asahaya Matri Sambal Yojana on District Level to the beneficiaries by online updating and checking the records and preparing the sanctions for the same beneficiaries.
13. Other than these responsibilities, the additional responsibilities are also been assigned which includes the Infrastructure of AnganwadiCentres, Motor Vehicle, Trainings of AWWs, LS, CDPOs and DPOs, Awards etc.
14. And any other task assigned by the District Programme Officer Una (H.P) and Directorate WCD (H.P).

#### MASS INFOTECH SOCIETY

Worked as Project Quality Head in Mass InfoTech Society for Himachal Pradesh and Jammu and Kashmir, Started working in the organization from 15-09-2017 till 18-02-2019. ESOP certified for DDU-GKY Project.

#### Roles and Duties

1. Managing DDU-GKY project in H.P & J&K
2. Ensure that processes are established, implemented and maintained as per the SOP guidelines
3. Setup Skill Development Centres within project timeline and budget
4. Daily monitoring of training centre, candidate documents verification and data verification \*Conducting Inspection for Due Diligence
5. Training centre Inspection and verification
6. Documenting and maintaining the verification reports
7. Submitting the Verification reports to the SRLM / Nabcons
8. Ensuring that the DATA is submitted and uploaded on the system
9. Preparing reports for release Installment
10. Prepare MIS Reports as per the requirement
11. Review and maintain the Quality System and ensure its completeness and accessibility
12. Managing Internal and External Audits & acknowledge the inputs wherein by the auditors promptly.

#### PARAGON KNITS PRIVATE LMT.

Located at: Village: Thathal, Tehsil: Amb, Distt.:Una, State: Himachal Pradesh (India)  
Worked in Paragon knits private ltd. as Merchandising Executive from 20 MAY 2015 to 13 SEP. 2017

## Roles and Duties

1. Internal & external communication,
2. Sampling,
3. Preparing internal order sheets,
4. Accessories & trims in-housing,
5. Preparing purchase orders,
6. Getting approvals on lab dips,
7. Advising and assisting production and quality department,
8. Taking responsibility for inspections,
9. Giving shipping instructions and following shipment.

## ACADEMIC CREDENTIALS:-

1. MBA (Finance) in 2014 - KC INSTITUTE OF MANAGEMENT -(Grade- A)
2. BBA in 2012- PUNJAB TECHNICAL UNIVERSITY - (Grade - A )
3. 10+2 in Medical+ Math in 2006- Jammu & Kashmir Board of School University- (Division 2 )
4. 10th in 2003 Jammu & Kashmir Board of School University- (Division 1 )

## COMPUTER PRACTICAL KNOWLEDGE:-

1. Through knowledge of ERP(v4mts) software, MRIGS, MPR, SDIS, Kaushal Panjee, POSHAN Tracker, Mukhya mantra Bal Suoshan Yojana, ICDS-CAS, POSHAN Abhiyaan Monitoring Dashboard, POSHAN Abhiyaan Jan Andolan Dashboard, POSHAN Tracker, Himkosh, E-District H.P., Him Purak Poshahar Pushti Application,
2. Convergent with advance & analytical functions in MS EXCEL.
3. Proficient at Microsoft Office: MS Word, MS Power Point Presentation etc.

## PROFESSIONAL TRAINING:-

1. I have done summer training in accounts department of National Fertilizer Limited Nangal unit for 45 days where I worked in the sections of.
2. Sales Accounts-
3. Stock Accounts

## EXTRA CURRICULAM ACTIVITIES:-

1. Participated in the second national conference held in KC institute of management on the burning topic of emerging trends in the global economy
2. Presented paper in the seminar held in KC institute of management on the topic of FOREIGN DIRECT INVESTMENT (FDI).

## PERSONAL ACTIVITIES:-

1. Comprehensive problem solving abilities to deal with people.
2. Optimistic.
3. Believes in team work

## PERSONAL DETAILS:-

1. Gender : Male
2. Marital status : Married
3. Passport Number : S9201424
4. Place of Issue of passport : Shimla
5. Nationality : Indian
6. D.O.B : 20-02-1988

MANZOOR AHMAD KHAN