

ABOUT ME & MY INSTITUTIONAL ACTIVITIES

Professional Qualifications

- S.A.S (Railways) of Indian Audit & Accounts Department, New Delhi;
- Revenue Audit of Indian Audit & Accounts Department, New Delhi;
- Fellowship (FIM) from the Institute of Managers, New Delhi, as Associate of FICCI, New Delhi;
- Attended Workshops & Seminars on Management Accounting, Budgetary Controls, Financial Management, DANIDA Govt. sponsored Tax Workshops;

Educational Background

- Bachelor of Commerce from Sri Venkateswara University;
- BEIM (Dip. In Export & Import Management from Xavier's Inst. Of Management)
- DTEM (Dip. In Teaching & Educational Management from Drucker's Institute, Bangalore)
- Appreciation Course in Industrial Management from SISI, govt. of India;
- P.G. Dip. In Tax Laws (Coaching completion) from Indian Institute of Taxation, Trivandrum)
- Certificate of Proficiency in Computer Software from Govt. of India, ATI, Vidyanagar

Training Services

- (a) Basic Employment Skills
- (b) Self-Employment Skills
- (c) Business Entrepreneurship
- (d) Social Entrepreneurship
- (e) Spoken English
- (f) Communicative English
- (g) Accounts & Book Keeping (Regular & Correspondence)
- (h) Thesis Submissions

Franchiseeships

- (a) MIT school of Technology, Pune
- (b) EDI, Ahmedabad;
- (c) Learning Institute (USA);
- (d) NIBM, Trivandrum
- (e) Govt. sponsored PMRY training

Accredited Examination Center

- (1) EMBA / MBA Examinations of National Institute of Business Management, Trivandrum (Semesters 1,2,3 & 4) (2nd -3rd & 4th Saturdays & Sundays in the months of February, May, August, November every Year)
- (2) Business Entrepreneurship Program of EDI, Ahmedabad Counseling Sessions in the 3rd month & 6th month every year & Yearly Examination

Service Matters Consultancy

- ACB cases & CBI Cases;
- Vigilance Cases; Departmental Enquiries; Disciplinary Proceedings; Promotions; Seniority; Deputations; Permanent Absorption Benefits; Counting of Previous Service; Unauthorised absence; Posting of Husband and Wife at the same place;
- Compassionate Appointments; Applying for overseas jobs; Foreign Assignments; United Nations Volunteership; United Nations Assignments; Dev-net jobs;
- Pension related issues;
- Suretyship related issues;

Bio-data / CV services

- Drafting of Effective Bio-data / CV;
- Forwarding of CVs to various jobs; Guidance in attending Interviews; Guidance on acquiring additional qualifications - diplomas - Degrees- Certificate courses facilitating the elevation in favour of the Unemployed and the Under-employed in supplying a structured bio-data / CV at the time of admission to membership & Trimming up the same every time facilitating utmost suitability to the Employers' requirements;

Institutional Activities

- Conducting Hand Holding Sessions in favour of PMRY candidates (EDP Program);
- Accredited Examination Center for conducting EMBA / MBA Exams of NIBM, Trivandrum;
- Business Entrepreneurship Course of EDI, Ahmedabad;
- Study Centre of Maharashtra Institute of Technology, Pune;
- Conducting Training Classes in Computer Basics;
- Basic Employability Skills;
- Self Employment Skills;
- Spoken & Written English;
- Business Entrepreneurship;
- Social Entrepreneurship;
- Service Matters Consultancy Legal Disputes & Remedies;
- Franchiseeship of Learning Institute - USA for conducting Management of NGOs Course in collaboration with Michigan University, USA;
- PMEGP & RGUMY programs of Govt. of India; Certification of Employability Skills under MES Scheme of Min. of Labour;

Professional Experience Sectoral Break up

Government : 8 years 6 months;
Public Sector : 16 years
Overseas : 4 years 6 months
Private Sector : 5 years
Own NGO : Since 2002

Level of Exposure

Supervisory : 8 years 6 months
Executive : 5 yerars
Senior Executive : 12 years
Head of the Wing : 4 years
NGO Founder : Since 2002 & Social Activist

Areas of Expertize

- Excellence in Drafting; Counseling, Conducting Workshops & Seminars;
- Designing Course Curriculum & Content Development;
- Preparation of Training Materials Manuals of Working Operations Financial Management;
- Statutory Audit / Internal Audit Administration & HR activities;
- Conducting Training Classes;
- Business entrepreneurship;
- Social Entrepreneurship;
- Net working Efficiency;
- Expertize in Service Matters handling Employees grievances Drafting Writs/Appeals/Counters

Professional Memberships

- Country Team Member (India) on World Solution Exchange, an initiative of United Nations;
- Member on Educational Advisory Board of Bombay Municipal Corporation, Mumbai (BMC);
- Accredited Journalist of Online Media Briefing Centre of World Bank;
- Member of Indian Subordinate Audit Service (C&AG) of India Railway Audit Wing);
- Member of the Consultancy Development Council, Hyderabad Chapter sponsored by the Min. of Science & Technology);
- Member of Recruitment Networking Association (RNA);
- Member of Karmyog Foundation Member of All India Freelance Journalists Association, Chennai;
- Member of South Asian Foundation for Regional Cooperation through education & sustainable development (ID042428)
- Institution registered with UN / DPI NGO site & World Bank NGO Site;
- Institution registered with WANGO (ie., World Association of NGOs)
- Institution on the UNESCO' s Directory of Non Formal Education Actors;

Server Circle (Who can contact us?)

- (a) Unemployed Youth
- (b) Under-employed Youth
- (c) Employed People
- (d) Retired People

Services Provided

- Bio-data /CV preparation - Annual Membership Plans - Preparation for Interviews Advice on Employment chances Advice on Employment-oriented Training courses;
- Conduct of training courses to induct effective English Skills - Computer Skills - Communication Skills - Listening Skills - in all - Basic Employability Skills - Guidance on Self-Employment
- Guidance on launching NGOs Thesis Trimming exercises Guidance on Overseas jobs;
- Employees Grievance redressal Creation of Legal Awareness - Social Awareness - Wildlife Awareness - Environmental Awareness - & all the Social Action Activating Services

Personal Contact by Prior Appointment

"P.A.P.E.C.R.A.T.S"
EYEMAT

(Pre & Post Employment Counseling, Research & Training Services)



Location

Cellar, H.No.2-17-25/20/A.
Dr. Narayana's Building,
Sri Sairamnagar Colony,
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Project Founder

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Communication

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