

CAREER OBJECTIVE: -

To associate with Organizations, who help in the development of Society, by sharing my skills and knowledge, while understanding the needs of youth, and accordingly developing and strategizing new methods towards their development, in order to bring in a societal change in the nation, where every person feels the need and importance of education.

EDUCATION QUALIFICATION:

Academic:

S.No	Education Qualification	Name of the School /College/University Attended	Year of Passing	Percentage
1	B.Com	Bundelkhand University - Jhansi	2003	69%
2	XII	Christian Inter College – Jhansi	1998	65%
3	X	Christ The King College – Jhansi	1996	60%

Technical:

S.No	Education Qualification	Name of the School /College/University Attended	Year of Passing	Percentage
1	City & Guilds Part 1	Don Bosco Technical Institute – Delhi	2000	85%
2	3 Years Diploma in Mechanical trade as a Machinist	Don Bosco Technical Institute – Delhi	2000	87%

Certified Softskill trainer by Wrigley's Co Foundation in associate partner with Y.E.S(Youth Empowerment & Success)

- **Working as a freelance trainer & counselor, associated with many renowned organizations and NGO's.**

Work Profile:

- 1- Co-ordinate with the Institutes for the specialized training of the students & Trainers on timely basis.
- 2- Co-ordinate with the students & Management of Institute on the area of developments needed and accordingly arrange for the training based on the requirements of skill development
- 3- Develop and coordinate career counseling services, job search assistance
- 4- Develop and coordinates student workshops for Resume writing and Interview.
- 5- Supports students by facilitating, promoting and coordinating contacts with employers, recruiters,
- 6- Provides support to students on necessary documentation and procedures on transfer and transition
- 7- Documents all program activity, tracks student placement in jobs and internships, analyzes data, and presents periodic reports to the Program Director.
- 8- Engages businesses in the community in Programs to invite speakers, provide internship mentors and to expand job placement opportunities.
- 9- Taking care for the students training and counseling (Personal & Professional).
- 10- Helping in curriculum development according to the current market demands.

➤ **WORK EXPERIENCE: -**

- 1- Worked with DB Tech India(An NGO working for the social cause and welfare of the youth), as a

Province Resource coordinator for Delhi region, under the COMIDE project

About DB Tech:

DB Tech India is a network of 125 Don Bosco skill training centers both Formal as well as Non Formal training institutes spread across 25 states of India. It is undoubtedly the largest NGO imparting employment-linked, market-driven vocational training for the economically and socially marginalized youth of India.

➤ ACHIEVEMENTS:

Achieved **75% successful placement** for the students in both the Comide as well as the MorD project

2- M/s J-Nitin Merchandising. (A multi product buying house)

As a Merchandiser, from Sept 2009 to 5th March 2010. Apart from routine responsibilities combined with another Omega Certifying agency, designed a curriculum for Factory auditing and safety measures in Small scale industries.

Achievement: Awarded “**THE BEST EMPLOYEE**” of the year award for the year 2009-2010

3- M/S J&J Buying Services Pvt. Ltd. (A multi product buying house) As a Sr. Quality Assurance Associate from 2nd January, 2006 to 31st August, 2009. Apart from routine responsibilities, conducting Factory audit since Sept-07

Achievement: Awarded best Quality Assurance Associate for the year 2007 - 2008

4- M/S Aricia India Buying Services Pvt. Ltd. (A multi product buying house) As a Jr. Merchandiser / Quality Assurance Associate from 16th August, 2000 to 30th November, 2005.

PERSONAL DETAILS:

Date of Birth	:	18 th April 1980
Father's Name	:	Lt. Mr. C. Michael
Languages Known	:	English, Hindi
Positive Traits	:	Confident, Positive Attitude, Always Learning Attitude
Negative Traits	:	Never give up, Accept difficulties as a challenge

Place: New Delhi

Date:

Clarence Michael