

Resumé

Ravi Kharka



Career Objective.

SMART Work and deliberate approach towards successful execution of assignment/s. Learn from everyone to enhance Experience & Expertise.

Area of Interest & Expertise.

Management and Administration of Programme (Health Related)
Data Analysis, Social Research & Documentation.

Work Experience(s) : *(Present to past)*

Since October 2008 working as Coordinator Projects in FMSF (Financial Management Services Foundation), Noida, A LSS (Local Support Service) NGO for Funding Agency like EED (EZE, BMZ, KED), BftW, ICCO. Looking after more than **200 Project Partners** in South Asia. (including Nepal) **Profile includes,** Monitoring (Financial) & Evaluation, LSS, Grant Management, Capacity Building, Information Dissemination and Event Management (like workshop, Convention, Confluence, Meeting etc.). Maintaining Partner's Relationship.

Since August. 2007 till Oct.2008 Worked as MANAGER (General), HRI – Help Rural India, a CSR of Rs. 300 Cr. Company, a Societal Organization [NGO] having its H.O in New Delhi. Working in Rural Hills of Himachal, Punjab & Uttaranchal in Health, Education & Livelihood empowerment. *www.helpruralindia.org.* This organization is actively working with agencies like DRDA, Min. Of Horticulture, MoHFW etc.

Profile Monitoring (Financial & Programmatic) Capacity Building initiatives, Information Dissemination and Event Management (like conducting Health & Education Camps etc.).

Since Sept. 2006 Working ON PART TIME PC (M & E, Documentation) – Part Time, PJKS – Parvatiya Jan Kalyan Sansthan, a national level Societal Organization [NGO] Uttarakhand. Working in Uttarakhand. *www.pjks.org.in.* This organization is working with SIMAVI (Netherlands Funding Agency), SRP, and CIDA, other ministries of GoI in Health, Water & Sanitation, Renewal Energy, Education. **Profile** Monitoring (Financial) & Evaluation and Reporting, Inter/national Fund Raising documentation.

March 2007.(Short Survey – Assessment Assignment in Uttarakhand) Worked as CONSULTANT, Constella Futures Group, – IFPS – II (USAID). *www.constellagroup.com.* This is an international Organization working in Health. **Profile** Assessment of Government Health Facilities at Yamkeshwar Block of Pauri Garhwal, Uttaranchal and Reporting.

May 2005 – August 2006. Worked as CONSULTANT (M & E, Documentation), in SPD, a Societal Organization [NGO] in Uttarakhand, This is an international Organization working in Health, Water & Sanitation, DAP etc. This organization has been working for GTZ (WASH Programme in Himachal), UREDA (Non conventional Energy). I have worked with this organization as consultant for research, documentation & M & E of FDA, SRP, IREP.

Profile Monitoring & Evaluation for assignment from various government and International Agencies and its Reporting, Fund Raising documentation.

February 2005 – May 2005 (Short Research/Survey in Uttarakhand), Worked as RESEARCHER, Action Aid International., www.actionaidindia.org. This is an international Organization working in Health, Water & Sanitation, research & study etc. This organization has a implementation & advisory partner status with UN. Profile Assessment of Government Health Facilities and Reporting on three assigned study related to the health structure of Uttaranchal State.

January 2005 – February 2005, (Short term), Worked as EXTERNAL MONITOR, World Health Organization– NPSP, Uttarakhand (UN initiative), www.npspindia.org. A UN initiative for Polio Eradication. Profile Monitoring and Supervising of Government Health Service Facilitators/providers for Polio Immunization and its Reporting to CMO.

August 2004 – December 2004, (Short term Vacancy), Worked as Admin. Asst., World Health Organization– NPSP, Uttarakhand (UN initiative), www.npspindia.org, A UN initiative for Polio Eradication. Profile Assisting SMO to Administrate & Manage all the activities of the State office of WHO.

January 2004 – July 2004, Worked as CENTRE MANAGER, Weblin Infsoft Pvt Ltd, www.weblininfsoft.com, Franchisee of Tally Solutions Pvt. Ltd. Dehradun Uttarakhand, www.tallysolutions.com. Profile Comprehensive Management of Education Centre and Teaching Financial & ICT Software.

April 2002 – December 2003, Worked as MANAGER (Academic), IAIT/ IAFD, International Academy of Information Technology & Fashion Designing, Affiliated to IGNOU. NEPAL.. Profile Comprehensive Management of Education Centre and Teaching Financial & ICT Software.

December 2001 – July 2003, Worked as SR. TEACHER (Computers, ICT) 10+2, PARAMOUNT English Boarding School, in Pokhra, NEPAL. Profile Teaching Computer Science to Senior Secondary Students.

March 1996 – November 2001, Worked as FACULTY / MANAGER, ICE, Institute for Computer Education & Fashion Designing, Affiliated to Hiltron Calc. at Garhi Cantt, Dehradun, Uttarakhand, India.

EDUCATION AND TRAINING	
• Dates (from – to)	From 2009 January (Persuing)
• Organization providing education /training	IGNOU.
• Name of the Degree/Diploma	Post Graduate Diploma in Rural Development and Masters' in Rural Development.
• Dates (from – to)	2008 January to May
• Organization providing education /training	ONLINE TRAINING COURSE from REDCROSS INTERNATIONAL & UNIVERSITY OF MICHIGAN.
• Principal subjects	Certificate in Red Cross – Preparing for a Disaster, Certificate in Disaster Preparedness and Management, Certificate in Community Research and Development, Certificate in Public Hospital Governance,
• Dates (from – to)	2006 January to July 2007
• Organization providing education /training	USAID & John Hopkins Bloomberg School of Public Health, Global health e-Learning Centre.
• Principal subjects, Individual Certificate Course in...	Antenatal Care, Diarrheal Disease, Essential Newborn Care, Family Planning, Legislative & Policy Requirements, Fostering Change in Health Services, HIV Basics, Mother to child HIV infection, IUD, Logistics for Health Commodities, M&E Fundamentals, Malaria, Postpartum Care, Preventing Postpartum Hemorrhage, Standard Days Method, Tuberculosis Basics, Youth Reproductive Health.

• Dates (from - to)	1994 - 1996.
• Organization providing education /training	GLOWIN Computer Education Institution. A society Registered Education Centre, Affiliated to Uttarakhand Govt., India.
• Principal subjects	Computer Applications and Programming.
• Title of qualification	Post Graduate Diploma in Computer Application & Programming.
• Dates (from - to)	1993 - 1996
• Organization providing education /training	D.A.V. [P.G] College, A University Affiliated to UGC and under HNB Garhwal University Panel.
• Principal subjects/occupational skills covered	Management, Personnel Management, Management Accounting, Marketing, Advertising & salesmanship, cooperation, Financial analysis and Business Forecasting, Advanced Auditing, Indian Economy , Money and Banking, Cost Accounting, Income Tax Law and Accounts, Business Organization, Insurance, Principles of Economics, Public finance, Adv. Accountancy, commercial Law, Statistics, company law.
• Title of qualification	Bachelors' (10+2+3)
• Dates (from - to)	1993 - 1995 and 1996
• Name of organization	NCC 29 UP BN, Reserve Para Military Force, National Cadet Corps Under Ministry of Defence.
• Qualification awarded	Nationally recognized "B" and "C" Certificate from Ministry of Defence , Government of India.

Professional/ Societal Memberships :

- UN Solution Exchange Consultant group (Micro Finance, Gender & Information Communication Technology and Public Health issues).
- Asia Pacific Mountain Forum Network.
- Parvatiya Jan Kalyan Sansthan, Uttarakhand India.
- Blood Donation Group, Dehradun.

Reports, Research & Publications Work :

- **Research for the "International Poverty Centre of UNDP" Brazil, on Developing a NGO Database working for Poverty alleviation in India, as United Nation Online Volunteer. Done two assignments.**
- **Research/ Study Reports** for ActionAid International Concerning MoHFW, GoUA. - 2005
 - CPS (Chikitsa Prabhandhan Samiti),
 - Status of EmOC (Emergency Obstetric Care) Services,
 - FDP (Fixed Day Policy)
- **Study & Plan** on "Integrated Rural Energy Planning - IREP" for Four Districts & its Clusters of Uttaranchal for UREDA, MNES. (Sept 2005).
- **M & E Report** on "FDA - Forest Development Agencies" at 05 Div. Chakarata, Kalsi, Mussoorie, Lensdowne & Barkot for PMU (FD), Nainital, MoF. (2005 & 2006).
- Identification of Child labour in Tehri Garhwal, for PJKS Uttarakhand.
- **Visual Documentary & Publication** (Developed & Documented SRP), Sector Reform Project "SWAJAL" & TSC for DPMU, Haridwar. (December Year 2005)

Extra Achievements & Other Details :

- **Represented State at National Level in NCC – RDC 1995**, Three years partial volunteer training in National Cadet Corps.(NCC), in India. Holding "B" & "C" Certificate in NCC which represents the successful completion of training with armed forces(safety dealing with arms and ammunitions and Discipline.) in India
- **Awarded Outstanding Achievement Award from the University College** for representing College, Zone and State Level, in India.
- **Workshop Attended on Invitation as participant.**
 - State Level Conference on Eradication of Polio., Uttarakhand.
 - Workshop on Stri Swa-Shakti Project., Uttarakhand.
 - Workshop on Strategic planning for Holistic Health Empowerment.

- **Fellowships**

- **Workshop fellowships on "ICTD Vision Workshop – 2007" by UN Solution Exchange at , Pondicherry for the Policy Formulation on ICT4D & School, E-Governance and ICT4 Disables/ Visual Impairment.**
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Self Appraisal:

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- Amicable, Dedicated & Determined and Unbiased, Adaptive and Learning Aptitude.
 - Good Managerial & Analytical Skills.
 - Interested in fiction writing & human psychology interpretation.
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Computer Awareness:

Good Supervisory level Knowledge of Hardware, Office, Financial & Statistical Software and ICT Tools. Good know-how of Computer hardware & Networking. Worked in LAN/ WAN & WiFi environment.

Language Known:

Mother Tongue : Nepali

Other Languages	Speaking	Writing	Reading
Hindi	Fluent	Fluent	Fluent
English	Fluent	Fluent	Fluent
Newari, Punjabi, Garhwali, Himachali, Bengali	Basic	Basic	Basic

Personal Details

Father's Name : H/Capt. M. S. Kharka, (*Retd. from Indian Armed Forces*)
Date of Birth : 29th December 1975.
Passport No. : **H 1 4 5 1 8 9 6**
Permanent Resi. Address (IN) : H.No – 207/C, Garhi Cantt, Dehradun,
 Uttrakhand – 248003 Ph # (0091.135) 2555619.
Present Resi. Address : **C – 59, Sec. 20, Noida – 201301.**(Near Delhi)
Contact No. (India) : **09911168029, 0120-4544647**
E- Mail : **cathe.raj@gmail.com, cathe_raj@rediffmail.com**

Place : Delhi, India
 Date : 21st April 2009

 (K.Ravi)