

AJAI .K. R

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PROFILE SUMMARY

- ✓ **MBA HR & Marketing graduate with 6+ years of post qualification experience and 2 years of former experience.**
- ✓ Working under Government of Kerala for 3 years for the prestigious programme of Hon. Prime Minister of India, Swachh Bharat Mission.
- ✓ Focused to get a challenging position in a dynamic organization to advance my skills and potentials and thereby contribute to the growth of the company with commitment and dedication.

AREA OF INTEREST:

- ❖ Training and Development
- ❖ Human Resource
- ❖ Recruitment and Selection
- ❖ Office Management
- ❖ Social Work and Service

PROFESSIONAL EXPERIENCE

1. Programme Officer

Tenure: November 2015 to till date

Suchitwa Mission, Government of Kerala, India

Suchitwa Mission, a technical arm of Department of Local Self Government, Government of Kerala is responsible for evolving implementation strategy, providing policy in the sectors of sanitation and various solid and liquid waste management. The mission provides technical inputs for sanitation and waste management projects and has been functioning as the nodal agency for assisting Cities, Municipalities and Panchayats in sanitation and waste management aspects.

Description of Responsibilities:

- Responsible for managing and conducting training programmes and events of the Mission.
- In charge of Municipalities for monitoring the activities of Suchitwa Mission.
- Planning, Organizing and Implementation of all the IEC (Information, Education, Communication) programmes to different communities in the society related to waste management.
- Onboarding resource persons and give them training.
- Coordination, Implementation and Monitoring of activities related to waste management.
- Responsible for conducting community mobilization programmes and training for officials, elected members, students, self help group workers and different community members.
- Ensuring behavioural change awareness programmes for students, self help group members and public related to waste management.
- Coordination with other stakeholders like Kerala Kudumbashree Mission,

EDUCATION:

- ✓ MBA in HR and Marketing
- ✓ Bachelors Degree in Science

LANGUAGES

National Savings Department, Nehru Yuva Kendra, National Service Scheme, National Cadets Corps etc.

- Laison with urban local body members, Grama Panchayat members and other Service providers.
- Organising capacity building programmes for beneficiaries of projects for smooth and effective implementation.
- Responsible for verification of list of beneficiaries for different schemes of the Mission.

2. Training Consultant

Tenure: January 2014 to October 2015

Tobacco Free Kerala, Trivandrum, Kerala, India

Tobacco Free Kerala is an organization working with an International NGO called CTFK(Campaign for Tobacco Free Kids) on a project involving training of government functionaries in the state of Kerala on Tobacco Control.

Description of Responsibilities:

- Responsible for State and District level advocacy and sensitization of higher level officials, policy makers and bureacrats.
- Conducting sensitization programmes for different communities about Tobacco control and Indian Tobacco control law called COTPA.
- Responsible for conducting Training sessions on COTPA for implementing officers and different stakeholders.
- Plan and Execute awareness programmes on Tobacco control for different stakeholders.
- Coordination of Social development programmes for Tobacco victims.
- Implentation of District Collectors' projects on Tobacco Control.
- To conduct training programmes for officials, NGOs and other stakeholders like associations, unions etc.
- Conduct awareness classes and medical camps for migrant workers.

3. State Training Coordinator (Kerala)

Tenure: July 2013 to December 2013

Suvitama Management Consultancy, Gurgaon, India

Suvitama is an organization based in Gurgaon worked with an International NGO called CTFK(Campaign for Tobacco Free Kids) on a project involving training of government functionaries in different states of India.

Description of Responsibilities:

- Responsible for interacting with government departments and conduct training sessions.
- Organize and conduct training programmes for enforcement officials on COTPA.
- Sensitize state and district authorities to implement COTPA.
- Onboarding other faculties for training sessions.
- Responsible for Conducting community development programmes on tobacco control like awareness classes for stakeholders, training for migrant workers etc.

- Ensuring logistics and administration arrangements for the training sessions.
- To conduct Social development programmes on Tobacco Control
- Managing, establishing, coordinating and administering programmes on Tobacco control.

4. Manager

Tenure: June 2011 to June 2013

Genius Attestation & Consultancy Services Pvt. Ltd, Trivandrum, Kerala, India

Genius is a company based in Dubai giving attestation and consultancy services.

Description of Responsibilities:

- Branch in charge and head the administration division.
- Responsible for Administration, business development, Recruitment and placement activities.
- Responsible for manpower recruitment and placement.
- To work as the branch in charge and to lead the team of 6 members in the branch office.
- Coordination with corporate clients, companies, educational consultancies etc. and make them aware of the services to get the business.
- Responsible for conducting interviews for applicants and give them placement to the vacancies in the client companies.

5. Part Time Training Faculty

Tenure: August 2013 to August 2015

VIAS Civil Service Academy, Kerala, India

Description of Responsibilities:

- Responsible for giving primary level civil service orientation training for students of UP, HS and HSS classes.
- Conducting skill development programme among students.
- Plan and Execute activity based training sessions for students in subjects, Life skills, Language skills, Personality Development etc.
- Conducting camps for students with skill development and activity based training classes.
- Developing the students by improving their own skills and qualities.

6. Customer Service Associate

Tenure: July 2006 to June 2008.

East End Medical solutions Pvt. Ltd, Technopark, Trivandrum, Kerala, India

EDUCATIONAL & PROFESSIONAL DEVELOPMENT

COMPUTER PROFICIENCY:

- ✓ All the basic skills for official

✓ **MBA in Human Resource Management and Marketing** : SNMV Institute of Management, Bharathiar University, India

✓ **Bachelors Degree in Science** : University Kerala, India

All the information given above are true to the best of my knowledge and belief.
Reference will be furnished on request.

AJAI .K.R