



rahulgupta.rlg@gmail.com



8527878642



DELHI, INDIA 110009

LANGUAGES

- English
- Hindi
- Nagameese

SKILLS

- Project Implementation
- Communication & Public Relations
- Data Mining & Research
- Networking

RAHUL GUPTA

PROFESSIONAL SUMMARY

An individual with excellent interpersonal and time management skills, with decent experience in project management roles, keen and passionate about helping organisations implement and run projects smoothly and efficiently.

EDUCATION

M.A: Development Studies

Ambedkar University Delhi, New Delhi, Delhi

2014-2016

B. A.: Sociology

Hindu College, Delhi University, New Delhi, Delhi

2011-2014

12th: Commerce

B.K Bajoria Sr. Secondary School

2009-2011

Matriculation

Edith Douglas Higher Secondary School, Mokokchung, NL

2009

WORK HISTORY

September 2018 - March 2019

Quality Council of India - Junior Analyst, New Delhi, Delhi

Project : Swachh Bharat Mission (ODF, ODF+ODF++) under the Ministry of Housing and Urban Affairs (MOHUA).

- Executed extensive sanitation assessment to improve sanitation standards of Urban Local Bodies covering municipal documentation, direct observation & citizen feedback on Swachh Bharat Mission Protocols given by MOHUA .
- Provided Samplings locations for different locations during Swachh Sarvekshan Coordinated with different ULB officials during Swachh.
- Made Reports for Municipalities, Municipal corporations for ODF, ODF+, ODF++
- Provided administrative support to senior analysts and department professionals

April 2019 - September 2022

Pradip Enterprise – (Family Leave), Nagaland, India

- Monitored supplier activities to ensure timely deliveries of products and ensured optimal stocks.
- Recruited paid staff members to assist with business operations.
- Developed and oversaw marketing functions to identify key marketing strategies for successful new customer acquisition and sales growth.
- Built and maintained relationships with regional people.
- Created, managed, and executed business plan and communicated company vision and objectives to motivate teams
- Identified market product demands and customer trends to bring in new customers and retain existing ones for sustainable profits

October 2016 - August 2018

Sinai Ministry - Coordinator, Dimapur, Nagaland

- Planned & implemented a training program for youths.
- Responsible for managing and planning financial procedures & Maintaining income and expense records.
- Managed office resources & coordinated with members of the organization to attain goals Networked with different organizations and like-minded people.
- Planned & Executed short trips to metro cities. Organized Community reach out with basic needs.
- Gathered and organized materials to support operations

July 2016 - September 2016

LIVEJAM - Project Assistant, New Delhi, Delhi

- Planned and organized one long month of a training school for youths in Music, Media & Arts.
- Managed Different Youth Development events in different schools in Delhi.
- Completed multiple tasks simultaneously to optimize project completion
- Handled administrative duties, filing and errands

May 2015 - June 2015

Public Health Resource Network - Internship, Ranchi, Jharkhand

- Reported on ongoing Project implementation called "Action Against Malnutrition".
- Collected Primary Data & conducted Focus Group Discussions with the stakeholders for Research Purposes.
- Participated in Community Development Meetings.
- Carried out day-to-day duties accurately and efficiently
- Learned new skills and applied them to daily tasks to understand issues in depth

CO-CURRICULAR ACTIVITIES

- Lead volunteer: LiveJam (Jul 2012 - Jun 2016)
- Core Team, NEtym Annual Fest; North East Cell Hindu College. University of Delhi (Jun 2012 - Apr 2014)
- Core Team, Department Of Sociology Hindu College, University of Delhi (Jul 2012 - Apr 2014)