**ARVIND AUSTIN CHARLES**

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Permanent Address 3/50 CHRISTIAN COLONY 21 VIKARAMADITYA MARG, BANDARIYA BAGH, LUCKNOW, India**

**Current Address M.E 261 DOUBLE STOREY, HEMANT VIHAR, BARRA- 2 KANPUR, India**

**PROFESSIONAL SUMMARY**

**Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals as well as seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills a person Assessing the social needs of individuals, families, and groups, assists and empowers people to develop and use the skills and resources needed to resolve social and other problems, further human well-being and human rights, social justice and social development, and plays a strategic role of a committed development professional in development sector working with the issue that facilitates lasting standard transformation and sustainability and leverage my skills and contribute to the success of a dynamic organization.**

**Work Experience:**

**Office Supervisor**

**New Delhi YMCA - Sattal [July 2023 – Present]**

1. **Provide leadership and supervision for office staff, ensuring efficient day-to-day operations.**
2. **Manage administrative tasks, including budgeting, procurement, and resource allocation.**
3. **Coordinate and facilitate meetings, events, and programs within the organization.**
4. **Maintain records, track expenses, and prepare financial reports for management.**
5. **Collaborate with various departments to streamline processes and improve office productivity.**
6. **Act as a liaison between employees and management, addressing concerns and promoting a positive work environment.**

**Coordinator, Development Facilitation**

**World Vision India [March 2006 – May 2023 ]**

1. **Served as a key member of the development facilitation team, working to improve the lives of underprivileged communities.**
2. **Managed project budgets and ensured the efficient allocation of resources to various initiatives.**
3. **Built and maintained relationships with donors, partners, and stakeholders to secure funding and support for projects.**
4. **Conducted regular field visits to assess project progress, identify challenges, and implement solutions.**
5. **Collaborated with local communities to identify their needs and design sustainable development programs.**
6. **Developed and implemented monitoring and evaluation systems to track project outcomes and impact.**
7. **Lead trainer & implementer for the Implementation of the Ultra Poor Graduation model (UPGM) in the target block.**

**Accountant**

**Jyoti Build Tech Pvt. Ltd. [September 2005 – March 2006]**

1. **Managed financial records, including accounts payable, accounts receivable, and general ledger.**
2. **Prepared and maintained financial statements, balance sheets, and income statements.**
3. **Reconciled bank statements and ensured accuracy in financial transactions.**
4. **Assisted in the preparation of annual budgets and financial forecasts.**
5. **Collaborated with external auditors during the annual audit process.**
6. **Participated in financial analysis to identify cost-saving opportunities and improve financial performance.**

**Assistant Accountant**

1. **Campus Crusade for Christ, India [December 2002 – March 2004]**
2. **Managed all accounting functions, including payroll, invoicing, and expense tracking.**
3. **Prepared monthly, quarterly, and annual financial reports for the organization.**
4. **Conducted regular financial audits to ensure compliance with internal controls and policies.**
5. **Provided financial data and analysis to support decision-making processes.**
6. **Collaborated with the management team to develop and manage the annual budget.**
7. **Streamlined accounting processes, leading to increased efficiency and accuracy.**

**EDUCATION**

**BACHELOR OF ARTS (English & Economic)    March 1999- Apr 2002**

**Lucknow. University Lucknow -India**

**MASTERS OF ARTS (ENGLISH)    March 2002- April 2004**

**C.S.J.M. University Kanpur - India**

**MASTERS OF SOCIAL WORK April 2012 - May 2014**

**VINAYAKA MISSION DEEMED UNIVERSITY • BADAUN, India**

**Skills:**

**Financial Management Budgeting and Forecasting**

**Office Administration Project Management**

**Financial Reporting Team Leadership and Development**

**Relationship Building Problem Solving**

**Microsoft Office Data Analysis, Administration and Reporting**

**Managing Multiple Tasks Cross-Functional Team Management**

###### **Professional Certifications**

**MASTER OF BUSSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT**

**VINAYAKA MISSION DEEMED UNIVERSITY • BADAUN, India May 2010 - Apr 2012**

**COMPUTER CREDENTIALS**

**Desktop Publishing (D.T.P) from QRAT (MS Office) Lucknow in 1999**

**Certificate in Computing (CIC) from IGNOU**

**AWARDS AND HONOURS**

**CERTIFICATE**

**Trained on First aid and fire safety training from WHEN-IT-STRIKES CRISIS MANAGEMENT  PVT.LTD**

**FIELDWORK**

1. **Trained & Supervised L.S.T.D (Life School for Transformational Development) Worked in Barabanki Flood Relief Program as Asst. Logistic Manager**
2. **Supervised Multiple Projects from USAID) (Integrated Birth Spacing Project)**
3. **Trained & Supervised in the Base Line & FGD Survey of Kanpur ADP a Project of World Vision India.**
4. **Trained & Supervised FGD Survey for Fatehpur ADP a project of World Vision India.**
5. **Trained & Supervised USAID (Integrated Birth Spacing Project) Baseline Survey for Kanpur A.D.P, Fatehpur ADP, Unnao A.D.P, Sitapur A.D.P, Barabanki A.D.P & Hardoi A.D.P a project of World Vision India.**
6. **Trained & Supervised in the evaluation for Pauri ADP a project of World Vision India.**
7. **Trained in LEAP training (5 days) workshop at Patna, Bhopal, conducted by World Vision India.**
8. **Trained in development training institute workshop at Jabalpur & Lucknow conducted by World Vision India.**
9. **Trained on child panchayat & Disability workshop at Kanpur conducted by world vision India.**
10. **Trained on Learning School workshop at Lucknow conducted by world vision India.**
11. **Trained on CVA workshop at Lucknow conducted by world vision India.**
12. **Trained in IPCH workshop at Lucknow conducted by world vision India.**
13. **Lead trainer & implementer for the Implementation of the Ultra Poor Graduation model (UPGM) in the target block.**

**Personal Particulars**

 **My Name: -       Mr. Arvind Austin Charles**

 **Date of Birth: -  03/08/1977**

 **Linguistic: -      Hindi, English.**

 **Area of Interest: Health Sector (Reproductive Health), Rural Development, Education (women and child Development), Education (Quality Education), Wash & Livelihood Models**

 **References**

 **Mr. Steve Daniel Rao**

 **Program Officer**

 World Vision India

 Area Development Program

 **395/726, Ram Kutir,**

 **Civil Lines, Fatehpur**

 **UP 212601**

 **Mobile: +91 8004930267**

 **Email: steve\_daniel@wvi.org**

 **Mr. Liju Varkey Jacob**

 **Technical Specialist Education
 Program Quality Department**

 **World Vision India # North Zone Office,**

 **1/65, Ruchi Khand-2, Sharda Nagar,**

 **Telibagh, Lucknow-226002, Uttar Pradesh**

 **Mobile: +91-8006670025**

 **Email.****liju\_jacob@wvi.org**

 Mr.Animesh Williams

 Program officer,

 Anti-Human Trafficking program

 Lucknow

 CARITAS INDIA

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 **Email:** **Willisani2011@gmail.com**

**Declaration**

 **I do hereby declare that the information furnished by me with reference to the above is true to the best of my knowledge and authentic.**

 **(ARVIND AUSTIN CHARLES)**