



ARVIND AUSTIN CHARLES

Date of birth: 03/08/1977 | **Nationality:** Indian | **Gender:** Male | **Phone number:**

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● ABOUT ME

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. A Person who is **"Thriving in collaborative environments, fueled by the challenge of continuous improvement."**

● WORK EXPERIENCE

17/07/2023 – 13/01/2024 NANITAL, India

OFFICE SUPERVISOR YMCA SATTAL

Summary:

I provided leadership and administrative support within the YMCA, ensuring smooth operations and effective communication between staff and management.

Responsibilities:

•Leadership and Supervision:

- Led and motivated a team of office staff, providing guidance and support in their daily tasks.
- Delegated tasks effectively based on individual strengths and ensured deadlines were met.
- Fostered a positive and collaborative work environment.

•Administrative Management:

- Managed operational budgets and resources efficiently, identifying and implementing cost-saving solutions.

- Developed and maintained office systems and procedures to enhance efficiency.

- Handled all administrative tasks, including correspondence, filing, and recordkeeping.

•Events and Programs:

- Coordinated and facilitated meetings, events, and programs, ensuring they ran smoothly and efficiently.

- Planned logistics, prepared materials, and liaised with various stakeholders.

•Liaison:

- Acted as a bridge between employees and management, fostering open communication and addressing concerns effectively.

- Communicated information and updates clearly and concisely to all relevant parties.

This experience allowed me to develop strong leadership, organizational, and communication skills, while also gaining valuable knowledge of administrative operations within a organization.

Business or Sector Accommodation and food service activities | **Department** OPREATIONS |

Website WWW.NEWDELHIYMCA.IN



31/03/2006 – 19/05/2023 FATEHPUR, LALITPUR, KANPUR, India

EDUCATION PROGRAM COORDINATOR WORLD VISION INDIA

As the Coordinator of Development Facilitation at World Vision India from March 2006 to May 2023, I played a pivotal role in the organization's development initiatives. My responsibilities encompassed various aspects of program implementation, monitoring and evaluation, reporting and documentation, team leadership and management, and alignment with organizational values.

Program Implementation:

- Formulated and executed operational strategies for effective program delivery.
- Implemented process streamlining measures to enhance efficiency.
- Utilized Gantt charts and Management Information Systems (MIS) for project timelines and progress tracking.
- Ensured compliance management with budget constraints and quality standards.
- Engaged in community workshops and collaborated with stakeholders for effective program delivery.
- Addressed unique challenges through innovative solutions.
- Worked closely with senior management to align program goals.

Monitoring and Evaluation:

- Implemented Monitoring and Evaluation (M&E) plans to assess program effectiveness.
- Led the implementation of the Ultra Poor Graduation model (UPGM).
- Oversaw data collection and analysis for program assessment.
- Developed improvement plans based on M&E findings.
- Maintained project data sheets for comprehensive tracking.

Reporting and Documentation:

- Produced detailed program reports, progress reports, and challenge reports.
- Ensured documentation accuracy and maintained beneficiary data.
- Captured success stories to showcase the impact of the programs.

Team Leadership and Management:

- Provided diverse team leadership with guidance and support.
- Mentored team members for professional development.
- Conducted meetings and training sessions to enhance team skills.
- Delegated tasks and assigned responsibilities while monitoring progress.
- Focused on creating a collaborative work environment that promotes innovation and continuous improvement.

Alignment with Organisational Values:

- Upheld organizational values of inclusivity, diversity, equity, transparency, integrity, and ethical conduct. Fostered a culture of continuous learning and innovation.
- Adapted programs to align with changing organizational goals and priorities.

My role as a Coordinator of Development Facilitation involved comprehensive program management, effective leadership, and a commitment to organizational values, resulting in successful and impactful development initiatives at World Vision India.

Business or Sector Human health and social work activities | **Department** OPERATIONS | **Email** india_hr@wvi.org |

Website WWW.WORLDDIVISIONINDIA.ORG

01/09/2005 – 30/03/2006 LUCKNOW, India

ACCOUNTING OFFICER JYOTI BUILD TECH.PVT.LTD.

Financial Record Management:

- Oversee and manage comprehensive financial records, ensuring accuracy and compliance with accounting standards.
- Handle accounts payable and receivable processes efficiently to maintain smooth cash flow operations.

Financial Reporting:

- Prepare timely and accurate financial statements, providing key insights into the company's financial performance.
- Reconcile bank statements and other financial documentation to maintain financial transparency.

Budgeting and Forecasting:

- Collaborate with the management team in the preparation of annual budgets and financial forecasts.
- Analyze budget variances and provide recommendations for cost-effective financial management.



Audit Collaboration:

- Work closely with external auditors during the annual audit process, ensuring a seamless and efficient audit experience.
- Address any audit findings and implement corrective measures to enhance financial controls.

Process Improvement:

- Identify opportunities for process improvement within the finance department, implementing best practices to streamline financial operations.

Achievements:

- Successfully maintained 100% accuracy in financial records, contributing to improved decision-making processes.
- Implemented streamlined accounts payable and receivable processes, increasing cash flow efficiency.
- Led the preparation of financial statements that played a pivotal role in securing investor confidence and support.
- Collaborated with the management team to develop and execute budgets, achieving a reduction in overall expenses.
- Ensured a smooth and successful annual audit process, receiving commendation from external auditors for proactive collaboration and preparation.
- Spearheaded process improvement initiatives, increasing overall finance department efficiency.

Business or Sector Construction | **Department** CIVIL

02/12/2002 – 31/03/2004 LUCKNOW, India

ASSISTANT ACCOUNTANT INDIA CAMPUS CRUSADE FOR CHRIST

As an Assistant Accountant at Campus Crusade for Christ, India, I successfully managed a comprehensive range of accounting functions, showcasing my proficiency in financial management and attention to detail. The key responsibilities during my tenure included:

Accounting Management:

- Skilfully oversaw all aspects of the organization's accounting processes.
- Managed payroll operations, ensuring accurate and timely disbursement of salaries.
- Maintained meticulous records of expenses, facilitating efficient tracking and reporting.

Financial Reporting:

- Prepared monthly, quarterly, and annual financial reports, providing key insights to aid decision-making.
- Collaborated with team members to compile comprehensive financial statements for internal and external stakeholders.
- Ensured the accuracy and completeness of financial data, maintaining compliance with regulatory requirements.

Financial Audits:

- Conducted regular financial audits to evaluate and enhance internal controls.
- Assured adherence to organizational policies and identified areas for improvement.
- Collaborated with auditors to facilitate external audits, ensuring transparency and accountability.

Process Optimization: Streamlined accounting processes to enhance overall efficiency.

- Implemented strategic changes that contributed to time and resource savings.
- Actively sought ways to improve workflow and financial management systems.

Achievements:

- Demonstrated a strong understanding of accounting principles and financial management.
- Successfully navigated complex financial landscapes, ensuring compliance and accuracy.
- Actively contributed to the optimization of financial processes, leading to increased organizational efficiency.

Business or Sector Activities of extraterritorial organisations and bodies | **Department** FINANCE

● **EDUCATION AND TRAINING**

12/03/2012 – 31/05/2014 BADAUN, India

MASTERS OF SOCIAL WORK VINAYAKA MISSION DEEMED UNIVERSITY

MSW-1

HISTORY OF PHILOSOPHY OF SOCIAL WORK
INDIVIDUAL AND SOCIETY



SOCIAL PROBLEMS AND WELFARE SERVICES
SOCIAL WORK PRACTICES WITH INDIVIDUAL AND GROUPS
HUMAN GROWTH AND DEVELOPMENT
MSW-2
SOCIAL GROUP DYNAMICS & SOCIAL CHANGE
SOCIAL WELFARE ADMINISTRATION
PHYSICAL & MENTAL HEALTH & ILLNESS
COMMUNITY ORGANIZATION
POPULATION STUDIES & FAMILY PLANNING

Website www.vmu.edu.in | **Field of study** Social sciences, journalism and information not elsewhere classified |

Final grade 67.5 | **Level in EQF** EQF level 8 | **Type of credits** 10 | **Number of credits** 10 | **Thesis** SOCAIL WORK

31/05/2010 – 31/05/2012 BADAUN, India

MASTER OF BUSSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT VINAYAKA
MISSION DEEMED UNIVERSITY

MBA - 1

1 APPLIED OPERATIONS RESEARCH FOR MANAGEMENT
2 FINANCE MANAGEMENT& MANAGEMENT ACCOUNTING
3 HUMAN RESOURCES MANAGEMENT& ORGANIZATIONBEHAVIOUR
4 MARKETINGMANAGEMENT& MANAGERIAL ECONOMICS
5 MANAGEMENTINFORMATIONSYSTEM(MBA)
6 PRINCIPAL OF MANAGEMENT

MBA(ii)

1 LABOUR LAW
2 LABOUR WELFARE AND INDUSTRIALRELATIONS
3 TRAINING AND DEVELOPMENT
4 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY
5 BUSINESS POLICY AND STRATEGIC MANAGEMENT
6 PROJECT

Website www.vmu.edu.in |

Field of study Management and administration , Business, administration and law not further defined , Secretarial and office work , Business and administration not elsewhere classified , Work skills |

Final grade 75.5 | **Level in EQF** EQF level 8 | **Type of credits** 12 | **Number of credits** 12

31/05/2002 – 30/05/2004 LUCKNOW, India

MASTERS OF ARTS (ENGLISH) KANPUR UNIVERSITY

ENGLISH

1 POETRY FROM 1798 TO THE PRESENTDAY
2 CRITICAL APPROACHES & HISTORY OF ENGLISH LITREATURE
3 APPROACHES TO AMERICAN LITREATURE
4 ESSAY
5 VIVA-VOICE

Website www.csjmu.ac.in | **Field of study** Education not further defined | **Final grade** 44.5 |

Level in EQF EQF level 5 | **National classification** 5 | **Type of credits** 5 | **Number of credits** 5

30/04/1999 – 31/05/2002 LUCKNOW, India

BACHELOR OF ARTS LUCKNOW UNIIVERSITY

ECONIMICS

1 MACRO ECONOMICS
2 PLANNING & ECONOMIC POLICY IN INDIA
3 ECONOMICS OF LESS DEVELOPED COUNTRIES/ELEMENTRY MATHEMATICS & STSTISTICS

ENGLISH



1 A BRIEF SURVEY OF ENGLISH LITERATURE
 2 TWENTIETH CENTURY LITERATURE-PROSE
 3 TWENTIETH CENTURY LITERATURE POETRY AND DRAMA

Website www.lkouniv.ac.in | Field of study Literature and linguistics , Language acquisition | Final grade 42.5 |

Level in EQF EQF level 6 | National classification 6 | Type of credits 6 | Number of credits 6

● LANGUAGE SKILLS

Mother tongue(s): **ENGLISH** | **HINDI**

● DIGITAL SKILLS

Multiple-tasking | Time Management: | Adaptable, organized, goal-oriented, willing to learn | Project writing, project development & project management | Team work and Team Leadership

● ADDITIONAL INFORMATION

DRIVING LICENCE

Driving Licence: A | 28/10/2017 – 02/08/2027

Driving Licence: B | 28/10/2017 – 02/08/2027

CONFERENCES AND SEMINARS

01/01/2006 – 19/05/2023 – India

Trainer and implementer (World Vision India) 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.

PROJECTS

31/03/2006 – 19/05/2023

projects 1.Supervised Multiple Projects from USAID) (Integrated Birth Spacing Project)

2.1.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.

3.Trained on CVA workshop at Lucknow conducted by world vision India.

4.Trained in IPCH workshop at Lucknow conducted by world vision India.

5.Lead trainer & implementer for the Implementation of the Ultra Poor Graduation model (UPGM) in the target block.



HONOURS AND AWARDS

12/05/2015

WHEN-IT-STRIKES CRISISMANAGEMENT PVT.LTD – WHEN-IT-STRIKES CRISISMANAGEMENT PVT.LTD

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

MANAGEMENT AND LEADERSHIP SKILLS

Leadership 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	

HOBBIES AND INTERESTS

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

PASSPORT

22/11/2022 – CURRENT

PASSPORT

PASSPOR NUMBER W5141647

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

LUCKNOW

ARVIND AUSTIN
CHARLES