

Name: DRISYA

Date of birth: 27-10-1993

Marital status: Married

Emailid: drisya.377477@2freemail.com

Mob No: C/o 971505891826

Languages known: Malayalam, English, Hindi

**WORK EXPERIENCE**

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| **Sl. No.** | **Company Name** | **Tenure** |
| 1 | Centum Works skills India- MIS, DDUGKY, Ministry of Rural Development, Govt. of India | 3rd August 2016 to till date |
| 2 | Don Bosco Tech, Vaduthala, KeralaMIS ,M&E State Coordinator– DDUGKY, Ministry of Rural Development, Govt. of India | 15th July 2015- August 2016 |

**Core responsibilities**

* To design and maintain a MIS database for tracking the status of training program at each of the centers with respect to initiation, completion, total number trained, placed and the trades in which the training is being conducted.
* To coordinate with the centers and ensure that the national office has updated information of all the centers every month.
* To utilize the MIS data for drawing trends, reasons for drop outs, reviewing the batch Performance etc.
* To update and maintain the MIS information on a monthly basis and as and when required.
* To coordinate with regional teams and operations team at the national office on a weekly basis for information collection.
* To ensure timely receipt of inception, completion reports from the center and tracking the timings of these reports as per the MIS data.
* To act as Local facilitator for the e Sop examination and to register the staff and motivate them for clearing exam and also to provide the details or status of the e Sop examination to NIRD
* To upload the HR details, center, candidate details into MRIGS.

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| * To monitor, evaluate, assess and report all the centers under all the projects in the centers, as per project guidelines/ requirements and report the real situation in an unbiased and objective manner.
* To coordinate with State, Regional, National Operations and other departments to report the concerns from the M&E reports to ensure smooth implementation.
* To conduct Mid-Batch Assessment (MBA) visits to all the centers in the State for each project during every batch as per the M&E Manual of Don Bosco Tech
* To coordinate with the centers for regular reporting and proper documentation, including Centre Weekly Monitoring Reports and the concerns thereof, to be shared with the State Coordinator
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**EDUCATION**

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| **Course** | **School/College** | **Board/University** | **Year** | **Percentage/Grade** |
| MA social work in Mental Health | Tata Institute of Social sciences | TISS | 2013-2015 | B+ |
| Bachelor of social work | Little flower Institute of social sciences. | University Of Calicut | 2010-2013 | 69.75% |
| Plus two | East hill Higher Secondary School | Kerala Board Of Secondary Education | 2010 | 76% |
| SSLC | P.V.S.High School | Kerala Higher Secondary Board | 2008 | 85% |

**COMPUTER SKILLS**

Microsoft office- Word, excel, Power point

**DECLARATION**

I hereby declare that all the above-furnished details are true to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Calicut DRISYA

Date: 6-1-2018 