

To

The HR Manager,

Greetings From Mayank Gupta ,

I kindly request to you that I am currently working with Dr Shroff's Charity Eye Hospital As Assistant manager MDVI Project under SBI Perkins India in District Saharanpur Uttar Pradesh. I have more than 9 years professional experience in Development sector (NGO's) in many different programmes like as Health & Education, sector along with MSW & 4 years in Tuberculosis program as a Additional District Coordinator in the absence of program coordinator . and I have good Relationship and experience of district Saharanpur administration like as , CDO, DPO,CMO, BDO , DEO, SDM,CMS & DTO office because i have worked with everyone in multiple Disease and Vision screening and Tuberculosis Programme. so I humbly request to you that please give me a chance in this programme and I can prove it . I am a capable candidate for this position. I am a good Master trainer and I have strong knowledge about Tuberculosis Disease like as Symptoms, Sputum, CXR, CBNAAT, , Private Practitioners, Monitoring, Evaluation,Coordination, Planning, Nutrition, Livelihood, Sanitation, AWW, ANM, CHO & ASHA

related many community level programmes. My updated Resume for details is enclosed here with for your kind consideration and reference.

Thanks with regards.

Mayank Gupta

Saharanpur, Uttar Pradesh

Mobile No. - +91-9568556666

CURRICUMVITAE

Mayank Gupta

Bhagat Singh Colony Bajoria Road

District - Saharanpur , (U.P.)

(Mob). 09568556666

E-Mail:-Mdc14Oct2010@Gmail.Com

Career Objective:-

Having a passion for excellent work in an organisation of repute, where I can utilise my technical and personal skills that make its growth.

Professional Experiences

1- Organisation : Dr Shroff Charity Eye Hospital

Designation-: District Project Officer (MDVI Children Project)

(Funded by SBI foundation Supported by Perkins India)

Duration Work-: Working since - 10-06-2024 to Continue. (Saharanpur , UP)

Role & Responsibility :

- 1-Leading and Managing the District team in implementation of the project active as per the Guidelines and Action Plane .
- 2- Provide Nutrition kit for Children. who is suffering from malnutrition Disease
- 3- Provide Aids and Appliances for Disable Children's .
- 4- Provide Help for Disable children in school Enrolment.
- 5- Provide Special education for disable children by the help of special Education
- 6- Monitoring door to door Screening For MDVI Children's.
- 7-Maintain monthly budget Regarding project .
- 8- Weekly Awareness , Sensitisation and Vision & Hearing Assessment camps are Organised Under my Guidance in every block in this project.
- 9-Liaison with local government agencies, Sub-centre/PHC/ASHA/ANM at Panchayat/Block and district level.
- 10- Support to the Senior Management on Project Matters And Organisational Issues.
- 11- Manage field level office Administration and logistic Requirements/procurements.

2- Organisation : Smt. Kaushal Hospital Saharanpur

Designation : Lecturer

Duration Work : Working since - 01.Aug. 2018 to 01.March 2020. (Saharanpur)

Role & Responsibility :

- 1-Teach students about tuberculosis (TB), a bacterial infection that usually attacks the lungs but can affect any part of the body
- 2- Reviewing the curriculum material, Explaining concepts and theories, and Demonstrating practical skills using standard equipment or technologies. (like CBNAAT , TRUE NAAT C-XRAY)
- 3- Explaining concepts and theories, and Demonstrating practical skills using standard equipment or technologies.
- 4-To be head of the department and in a complete charge of a Clinical Unit and to be responsible for proper care of patients including emergency duties.
- 5) To be In-charge and responsible for the proper maintenance of all dead stock machines of the department and Departmental Library.
- 6) To be responsible for proper maintenance of case-record and filing system in department.
- 7) To exercise general supervision and maintain discipline among the teaching and non-teaching staff.
- 8) To conduct college examination in his subject and to supervise and maintain attendance of the students.
- 9) To do any other duties that may be allotted to him by the Head of the College and hospital .
- 10) Awareness Campaigns Regarding TB .

3- Organisation : W.H.O Saharanpur (Uttar Pradesh)

Designation : Block Programme Coordinator,

Duration Work : Working since - 10.JULY 2016 to 30 JUNE 2018. (Saharanpur)

Brief description of duties and responsibilities:

Support to SMO (surveillance medical officer) in supplementary Immunisation Activities (SIAs) for Polio eradication, Acute Flaccid Paralysis (AFP) & VPD Surveillance, Routine Immunisation (RI), Measles control activities.

Job Responsibilities:

❖ Supplementary Immunisation Activities (SIAs) for Polio eradication:

- **Micro planning** – Provide information to facilitate updating/revision of polio SIA microplane. This includes the identification & inclusion of same community female/influencer name in microplane in HRA.

- **Field Validation** – validation of the microplane in the field with special emphasis on the migratory and other high risk settlement. Supporting the identification and mapping of all high risk areas.
- **Training** – Assist in planning coordination organising and monitoring the SIA training sessions for vaccinators and supervisors.
- **Monitoring** – Monitor the preparedness and implementation of the polio SIAs as per standard protocols and guidelines issued from time and provide feedback.
- **Data collection and analysis** – Collecting and collating the data from their area of responsibility after every SIA. Analysing the data using per-designed data analysis tools provided and sharing this information for making improvements.
- **Partnership and Coordination** – Attend Block task force meeting (BTF), Block social Mobilisation Meeting, and Supervisor influencer meeting to provide relevant information that can be used for action at Block level.
- **Preparing a list of events in the Block/District**, and support with the placement of vaccination teams during these events, as appropriate.

❖ **Acute Flaccid Paralysis (AFP) & VPD Surveillance:**

- **Stool collection** – Track collection of stool samples from AFP cases and their dispatch to laboratory in proper cold chain.
- **Reporting Work** – Visit low priority informers and collect information on probable AFP cases and share the same with NPSP. Identify Potential information in the community for further evaluation.
- **AFP case investigation** – Inform AFP cases brought to their knowledge and assist in locating residence of AFP cases for investigation or 60- day follow-up.

❖ **Routine Immunisation (RI):**

- **Monitoring** -Monitor RI session and conduct community monitoring as per standard guidelines and protocols and Provide monitoring feedback for corrective actions.
- **Micro planning** -Monitor & validate inclusion of high risk areas in RI microplane.
- **Training** –Monitor training activities related to routine immunisation and provide feedback.
- **Assist collection** and collation of information related to routine immunisation activities required to support programmatic decision making for routine immunisation strengthening.

❖ **Measles Control activities:**

- **Support activities** related to Measles outbreak surveillance at the block/ PHC level. Provide field monitoring support for preliminary case search and during detailed house to house outbreak investigation in the village/

urban areas as a part of the measles outbreak investigation.

- **Reporting network-** Visit low priority informers and collect information on suspected Measles cases and share the same.
- Inform about suspected Measles cases brought to their knowledge. Assist in locating residence of these cases for facilitating in investigation or follow-up.
- **Monitoring** -Monitor the preparedness and implementation of Measles Surveillance as per standard guidelines and protocols and Provide monitoring feedback for corrective actions.

❖ **Other activities:**

- Assist in conducting surveys and research studies related to polio endgame strategy, measles control and routine immunisation as per standard guideline and protocols.
- Support surveillance and monitoring activities related to other diseases and programmes of public health significance.



Extra Curricular Activities:-

- 1- Good Communication Skills (Hindi & English).
- 2- Good Training Skills.
- 3- Sound Knowledge of Computer & Internet.
- 4- Good Monitoring & Evaluation Skills.
- 5- Good Knowledge of Documentation & Account.

Professional Qualification:-

- 1- MBA In Hospital Administration And Health Care Management
- 2- Master in Social Work, (MSW).
- 2- CCC Certificate From N.E.L.T.E
- 3- English Typing & Internet Knowledge.
- 4- Trained At Ni-Kshay Software and website for TB.

S.NO	Education	Year	Board/Univ.	Grade
1	High School	2005	U.P. Board Allahabad	2nd
2	Intermediate	2008	U.P. Board Allahabad	2nd
3	Diploma In TBHV	2008-2010	Smt.Kaushal PG Institute	A+
4	BSC (ZBC)	2010-2013	Vinayaka Mission university	1st
5	MSW	2013-2015	Manav Bharti University	1st
6	MBA In Health Care & Hospital Management	2022-2024	Sun Rise University, Alwar	1st

Presently Profile:-

A Young Hardworking Person Having Good Communication Skill with Leadership Qualities, Ability to Accept the Challenge in Life. Self Motivation & Punctuality Is MyBiggest Asset.

Responsibilities :

- 1- weekly reporting , review , planing with for project with staff and colleagues.
- 2-provide regular on job training for new staff .
- 3-excellent people skills , especially good with children and adolescents.
- 4-devoted to the cause of helping the poor and the underprivileged.
- 5-sense of responsibility towards commitments

References:-

- 1- Mr.Rahul kumar Singhal (DPC – PPSA TB Project , DFY Meerut U.P
Mob- 09411901698, 08218199350.
E-mail:- rksinghal82@gmail.com
E-mail:- singhalrahul84@gmail.com
- 2- Mr. Kashi ram (DPC - PPSA TB Project Hlfppt Saharanpur)
Mob- 09813022555
E-mail:- kashi.ramrss@gmail.com
- 3 - Sangeeta Lavanya (Program Head MDVI Children Project)
M.NO - 07037795019
EMAIL- sangeeta.lavanya@sceh.net

TRAINING OF DEVELOPMENT/OTHER PROGRAMMES ATTENDED					
S.NO	Organized by	Period	Location	Year	Them/title
1	W.H.O	15 July -20 July	SBDH Saharanpur	2016	Project Orientation Workshop for AFP
2	HLFPPT	02-March- 04-March	STDC Agra	2023	State Level Induction Training Of NTEP For PPSA U.P
3	AMBUJA FOUNDATION	25-may-2024	Bagwanpur	2024	Provide training for field staff who working on (MCH , CD & NDC , MALNUTRITION PROJECT)
4	PERKINS INDIA	14-June-24 to 21 June -24	BHRC Vrindavan	2024	Get training about MDVI Children and Early Intervention Project
5	PERKINS INDIA	11-dec-2024 12-dec-2024	SCEH Saharanpur	2024	Training About hearing and vision impariment
6	PERKINS INDIA	22-feb-2024 23-feb-2024	BHRC Vrindavan	2025	training regarding IEP Individualized Education Plan for MDVI Children

Personal Information:-

Father's Name : Shri. Rajeev Gupta .
 Date Of Birth : 12.Aug.1990
 Nationality : Indian
 Permanent Address : Bajoria Road Bhagat Singh Colony Saharanpur
 Language Known : Hindi & English

(Mayank Gupta)
 Place - (Saharanpur , U.P)