

ATUL KUMAR TIWARI

A result oriented community development practitioner experienced in providing administrative support to complete projects. I am knowledgeable in disseminating project information to project stakeholders, monitoring the progress of projects, developing and maintaining project deliverables and gathering and inputting data into databases. More so, I have been involved with Agriculture, Livelihood, Livestock, Child Sponsorship, Water and Sanitation, Child Health, Diarrhea initiatives, Self Help Groups, community mobilization, monitoring and evaluation, field research, capacity building, as well as planning and implementing community based projects. I am looking for a position in a challenging environment that strives for community development.

Contact

- **Phone**
8953278251
- **E-mail**
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Skills

Advance Excel	★★★★★
Dashboard Excel	★★★★★
MS Word	★★★★★
MS PPT	★★★★★
Power BI	★★★★☆
SPSS	★★★☆☆
Data Collection	★★★★★
Data Analysis	★★★★★
Data Management	★★★★★
Photography	★★★★★
Videography	★★★★☆

Area of Interests

- Health and Nutrition.
- Child Rights/Child Protection
- Child Education
- MEAL
- WASH

Language

- Hindi
- English

Trainings

- Training on Community Mobilization
- Training on Base line survey
- Training on Photography & Videography
- Training on ASIS (Tool)

Work History

Feb-2024- Current Manger MIS
Trust Community Livelihoods (TCL) Bahraich

- Strategically planned and executed MIS initiatives to align with organizational objectives.
- Established and maintained robust data systems, enhancing efficiency in collection, storage, and analysis.
- Provided effective team leadership and conducted capacity-building sessions to ensure accurate data management practices.
- Fostered collaboration with stakeholders, facilitating seamless data sharing and joint project executions.
- Ensured timely and quality data collection, empowering informed decision-making processes.
- Monitored project progress, delivering insightful analysis to drive performance improvement.
- Implemented innovative technology solutions, optimizing data transmission processes.
- Developed comprehensive formats and schedules for systematic data collection, ensuring consistency and reliability.
- Conducted staff training sessions on effective data collection methodologies and computer usage, enhancing team proficiency.
- Documented project activities and findings meticulously, facilitating quality reporting and informed decision-making.

November-2023- Feb-2024 Admin, Finance and M&E Officer
Resource Group for Education and Advocacy for Community Health (REACH) Hardoi

- Trained and mentored TB champions (ALLIES) to implement the Community Accountability Framework aimed at enhancing the quality of TB care and services at the district level.
- Served as a liaison between the ALLIES and the district health system to ensure seamless implementation of the accountability framework.
- Provided support and mentorship to ALLIES in fostering an enabling environment conducive to rights-respectful, gender-sensitive, and age-responsive TB services.
- Assisted in identifying and cultivating a group of influential community advocates as key change agents for strategic advocacy to promote supportive environments for TB services.
- Facilitated the establishment of local support groups at the block level.

- Training on BRISK (Tool)



CORE COMPETENCIES

- Learning agility, pro-activeness, and openness to embrace new technologies at work.
- Proficiency in dealing with large excel or equivalent datasets for collating, merging, cleaning, managing, and conducting analysis.
- Ability to efficiently manage large volumes of data and conducting simple analyses.
- Basic understanding on Maternal and Child Health (MCH) issues and fundamentals of public health.
- Ability to work in a high-pressure environment – should always be prepared for extended and/or flexible working hours, as and when needed.
- A team player following model codes of conduct and behavior ensuring gender and rights-based approaches at the workplace.
- High standards of personal integrity and honesty, and ability to set standards for subordinates and peers.
- Excellent interpersonal, communication and presentation skills.
- Diligence, sincerity, integrity, and sense of responsibility.



Address

- Lajpat Nagar, Ikauna Shrawasti-271845, Uttar Pradesh, India



References

- Dr. Devesh Kumar Sahu
Manager - Programme Impact (North)
Save the Children
7054069666

- Coordinated and facilitated trainings for RNTCP and other health staff on behavior change and accountability.
- Supported the state project team in advocacy efforts with stakeholders such as elected representatives, PRIs, industries, media, TB forums, and TB networks.
- Engaged in advocacy with District TB Cell Officials and allied departments at both district and block levels.
- Initiated the mapping of institutions, stakeholders, social welfare schemes, DMC, Health and Wellness Centers, and other relevant entities aligned with project objectives at the district level.
- Provided ongoing technical guidance to ALLIES to ensure the smooth implementation of the project.

July-2019-

Accountability & Learning officer

Oct-2023

Bal Raksha Bharat (Save the Children) Shrawasti

- Provide hands-on support for quality implementation of the Sponsorship program in District-Shrawasti.
- Played a pivotal role in the quality data collection process, ensuring adherence to protocols and contributing to the maintenance of a substantial dataset comprising 15,000 child records.
- Lead the implementation of the Sponsorship program in District-Shrawasti, resulting in a remarkable 15% increase in child attendance in Aganwadi centers.
- Coordinate school activities and community engagement initiatives that led to a significant decrease in dropout rates and a notable 20% increase in school enrollments.
- Engaging in communication with the departments of ICDS, Health, Education, and the PRI.
- Collaborate with village-level child protection committees to successfully prevent 10 child marriages of girls, ensuring their rejoining of schools for a brighter future.
- Assist in organizing surveys, interviews, and group discussions on project activities and results as directed by the project Manager.
- Develop effective MEL strategies and data collection tools to meet organizational and donor reporting requirements.
- Conduct field visits to observe project activities and service provision to project participants and stakeholders and report findings and recommendations to the Project Manager.
- Identify and assist in writing potential project success stories and key learnings.
- Ensure the confidentiality of all data and information.
- Support the project technical team and management staff to strengthen project activities.
- Collect and organize all necessary verification documents, including activity/progress reports, photographs, videos, and minutes of important meetings and visits.
- Assist the project team with data analysis and data quality assessment to learn from the data gathered during the monitoring process.

Dec-2018-

Block Mission Manager Monitoring & Evaluation

July-2019

Uttar Pradesh State Rural Livelihood Mission, Bahraich

- Preparation of monthly, quarterly and final narrative.
- Design, test, provide technical guidance, Training on implementation of data collection, compilation, analysis, tools for data collection, data entry, control mechanism to improve the quality of the collected information, produce analysis of project data and identify methods to use results for project improvement.

- Support data verification, validation through field visits and ensure updated project data information.
- Conduct follow-up activities to ensure that M&E related activities are successfully executed and documented and regularly report to program leads.
- Ensure sanctity of data- right from collection from field to final analysis of data. This may involve following and setting systems, and supervision of data collection process, cleaning of data, timely uploading of data and cross checking the data from field.

Aug-2016- Dec-2018 **Monitoring & Evaluation Officer**
Society for Welfare & Advancement of Rural Generations

- Maintain the implemented policies, guidance, systems, procedures and tools related to monitoring and evaluation, and update as needed.
- Establish Coordination with key stakeholder -ANM, ASHA, AWW, School Teacher, Village Pradhan and PRI members of various committees.
- Facilitate the Health and Education session during VHND, Mothers meetings and promote 7-point plan of Diarrhea Prevention & Control, IYCF, Use of toilets, and Hygiene education for mother on safe disposal of child faeces and promoting handwashing with soap etc.
- Oversee the data collection and analysis processes to measure progress and achievements according to the M&E plan.
- Write reports, analyze findings and provide recommendations as required for contributions to planning, risk management and reporting.

Aug-2015- Aug-2016 **Community Mobilizer**
Society for Welfare & Advancement of Rural Generations

- To Plan, Organize, Coordinate the project activities according to the project DIP, and as & when required by Project Coordinator, DPO, save the children state office.
- Support CHV in Facilitating the Health and Education session during VHND, Mothers meetings and promote 7-point plan of Diarrhea Prevention & Control, IYCF, Use of toilets, Hygiene education for mother on safe disposal of child faeces and promoting handwashing with soap etc.
- Establish coordination with CDPO, MOIC, HEO, ABSA, ANMs, ASHA, AWW, schoolteacher and Pradhan on issues of STOP Diarrhea Project.
- Conduct orientation sessions at school level for smcs, teachers and children on 7 point plan, and diarrhea prevention and control



Education

Post Graduate Diploma Management: Marketing & Finance

Shree Ramswaroop Memorial College of Engineering & Management,
Lucknow

Bachelor of Science: Botany

Dr. Ram Manohar Lohiya Awadh University, Ayodhya

Intermediate: Science

Uttar Pradesh Board, Allahabad

High School: Science

Uttar Pradesh Board, Allahabad



Certification

Course on Computer Concepts

National Institute of Electronics & Information Technology