

Rahul Kumar

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DATA MANAGEMENT, MONITORING & ANALYSIS

Having a good skills in data management, reporting, and process optimization. Good in MS Excel and various data analysis tools, with a proven track record of improving data accuracy and supporting efficient decision-making.

KEY COMPETENCIES

Data-driven strategic planning	Result oriented/strong willpower	Proactive and self-motivated
Very good learner	Easily adaptable nature	Exceptional organizational skills

PROFESSIONAL EXPERIENCE

PRAGYA INDIA GURUGRAM

Mar 2022 - Present

MIS Assistant

- Collect, store, and process data efficiently for informed decision-making.
- Offer training and assistance to users for efficient system utilization. (Kobo Toolbox and Basecamp)
- Monitor the activities of field personnel through real-time updates or periodic reporting.
- Assess the performance of field personnel based on predefined metrics and key performance indicators.
- Generate reports and analyze data to gain insights into the efficiency and effectiveness of field operations.
- Prepare the different types of excel format as per requirements

MCS Assistant

- Create Monthly Reports of State wise progress and received outreach as per given target of FO Staff.
- Daily Basis monitoring of Field Staff as per given task by us to them.
- Update the fortnightly Annual Gantt chart of received output against given target by program team.
- Generate the fortnightly work plan for our field staff and share it on Basecamp.
- Examine and confirm the field personnel's daily reports from Kobo Collect and Basecamp, as provided by the Field Officer.
- Manage Project Fund Release requests for certain major field activities.

AAS ASSOCIATES GURUGRAM

Feb-2019 to Apr-2020

Data Entry Operator

- Data management and data backup.
 - Maintaining an Up-to-Date Company Inventory of Stocks.
 - Coordination with Delivery Staff.
 - Following Up with Workers about Order Status.
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EDUCATION & CERTIFICATIONS

Bachelor of Arts (Economics) 2021

From Delhi University

Foundations: Data, Data Everywhere 2024

Coursera from Google

Basic Computer Course 2018

From NIIT

EXTRACURRICULAR ACTIVITIES

Microsoft Office

MS Excel, MS Word, Powerpoint & Outlook

Google Form

Google Sheet

Kobo Toolbox & Kobo Collect

Data Collecting Tools