

CURRICULAM VITAE

Communication

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Present Address

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5th Main, Puttanachetty Road,
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Bangalore-18

Permanent Address

At- Adarsha Para
Po- Balangir
Dist- Bolangir-767001
Orissa

CAREER OBJECTIVE

I aspire for a career that would provide me abundant opportunities for continued growth and achievements. A career where my analytical skills, ideas, ability, creativity, education and communication skill are extremely utilized in a way that, my contribution to the organization helps it to get better. I would always like to be flexible, love to learn and work with optimistic attitude and give the best my employer organization.

Areas of interest-

Academic Qualification:

COMMERCE GRADUATE
(Continuing MBA in Finance)

COMPUTER KNOWLEDGE:

- MS-Dos, Windows'95, Excel, MS-Office, FoxPro, Accounting Package

Previous Professional Experienced- 10 years

Job Profiles: -

-Finance Manager (Micro-credit)

NEW LIFE MISSION OF INDIA

At- Bhorpara, Po- Sisikela,

Via- Saintala, Dist- Bolangir- 1 Year

Responsibilities-

- Financial Accounting
- Costing and Budgetary control
- Treasury management including Project finance, Taxation
- Funds mobilization

Job Profiles: -

-Administrator and Finance Controller

JAGRUTI YUBAK SANGHA

Adarsha Para, Bolangir- 2 Year

Responsibilities-

- Use professional skills and experience to mobilize resources from organization to aid the development initiative of organization.
- Customize contributions suiting donor/customer needs in line with organization objectives and activities.
- Develops and coordinates, under the sponsorship of Secretary of Corporate planning, the annual and multi-year planning cycles that meet the needs of the dynamic programme.
- Trains, equips and facilitates the organization in corporate planning and corporate performance management methods and tools.
- Monitoring the planning efforts of the various parts of the organization and assists management in meeting agreed upon planning objectives.
- Works closely with Finance in the preparation of the annual budget.

Job Profiles: -

Asst. Project Officer (North & Western Zone, Covering 12 Districts), Orissa (11/12/2002-18/8/2004)

THE BRIDGE FOUNDATION (Third Partner of Opportunity International) (A Bangalore based Microfinance organization), Bhubaneswar Branch

Phone No- 0674-2555134, Cell- +919337334487

Working since Dec'2000 to August-2004

Responsibilities-

- Assessment and Evaluation of NGO/Society/CBP
- Documentation
- Budgeting and Project Funding
- Assessment, Screening and Project approval of beneficiaries
- Planning and Implementation of MED programme
- Utilization Verification of business and reporting
- Monitoring of Business and reporting
- Evaluation of Business and preparing case study and reporting

Job Profiles: -

Project Officer- Hyderabad Branch (All districts of AP)

THE BRIDGE FOUNDATION (Third Partner of Opportunity International)

Working from 19th August'2004 – 31st Mar'2006

Contact- Tel No. 040-27711583, Cell No- 919393075016

Responsibilities-

- Assessment and Evaluation of NGO/Society/CBO, Documentation, Project Funding, Monitoring of business, Use professional skills and experience to mobilize resources from organization to aid the development initiative of organization. Trains, equips and facilitates the organization in corporate planning and corporate performance management methods and tools. Monitoring the planning efforts of the various parts of the organization and assists management in meeting agreed upon planning objectives. Finance and Accounts, Costing and Budgetary control, Funds mobilization preparing all reports like Administration, Projects and Finance. Strategic direction and Programme design, infrastructure design and, Systems Management, Resource Planning, Developing & establishing systems, Compliance, Evaluation & Monitoring

Sr.Project Officer- Bhubaneswar Branch (Through ough Orissa)
THE BRIDGE FOUNDATION (Third Partner of Opportunity International)

Working from 1st April'06 to 9th March'2007

Contact- Tel No. 0674-2555134, Cell- +919337334487

Responsibilities-

- Assessment and Evaluation of NGO/Society/CBO, Documentation, Project Funding, Monitoring of business, Use professional skills and experience to mobilize resources from organization to aid the development initiative of organization. Trains, equips and facilitates the organization in corporate planning and corporate performance management methods and tools. Monitoring the planning efforts of the various parts of the organization and assists management in meeting agreed upon planning objectives. Finance and Accounts, Costing and Budgetary control, Funds mobilization preparing all reports like Administration, Projects and Finance.

14. Skills & Ability :

Developing strong working relationships and interactions with corporate and NGOs. Visiting the corporate project areas and meeting beneficiaries. Monitoring feedback report and quarterly budgets of corporate-NGO project. Holding meetings with employees to discuss new project/events. Developing programs with NGO and budgets. Monitoring NGO execution of programs and impact achieved. Building a robust volunteering program for corporate employees. Communicating progress and successes to the company and outside stakeholders. "Get things done" attitude and aptitude, including proven executional capabilities. Strong organizational skills, Communication skills– both written and oral. Ability to juggle several projects at once. Ability to generate excitement within employees. Orientation towards teamwork and collaborative relationships, Capable of working in a corporate environment.

Accounts & Finance Officer/ Operation Executive- Head Office Bangalore
THE BRIDGE FOUNDATION (Third Partner of Opportunity International)

Working from March 12th 2007 to 9th Feb'2008

Contact- Tel No. 080-25581869/70,

Responsibilities-

Looking after regional branches activities.

- Lead operations team;
- strategize, control and achieve targets;
- Develop new financial product and services;
- Liaise with private corporations, MFI, NGOs, CBOs, institutional and individual clients of the branches
- Market analysis and update;
- Participate in branch level meetings;
- Assist with MIS, accounts, office upkeep, manage volunteers
- Managing the field operations team;

- Reporting activities and communicating issues on a daily basis with the Director - Finance and General Manager Operations;
- Assisting in developing and implementing strategies for promotion and expansion.
- Training Supervisors and loan officers, finance officers in all areas of technical and administrative work; computing IT, PT, PF, ST of all staffs and professionals
- Supervising the portfolio quality and randomly review loan applications;
- Participating in credit committees as needed;
- Randomly auditing Loan Officers and assessing their performance;
- Assisting in monitoring the progress of the company, in general, and field operations, in particular.
- Monitoring the planning efforts of the various parts of the organization and assists management in meeting agreed upon planning objectives.
Finance and Accounts, Costing and Budgetary control, Funds mobilization preparing all reports like Administration, Projects and Finance of all branches offices.

Manager- Micro-credit, Head Office, New Delhi

SAAHASEE (A national level Christian Organization)- 12/2/2008 to 18/3/2008

Contact- Tel No. +91 1125593160/61, 25526959

Responsibility

- Managing and supervising micro-credit, MED and SME- operations: staff supervision, portfolio monitoring, participation in the credit committee;
 - Supervising the marketing activities;
 - Supervising the roll out of credit activity in all the branches of the network;
 - Implementing the business plan concerning the development of lending activity;
 - Establish and maintain positive working relationships with other units and business lines of the bank;
 - Managing on a day to day basis the human resources of the department, in accordance with the HR policy;
 - Provide capacity building services to the existing team and develop a second-line by grooming national staff that will be able to manage the Micro-finance department.
- Formulating and implementing a service delivery framework for microfinance/ financial products.
 - Monitoring pilot implementations and periodic report generation;
 - Liaisoning and negotiating with Banking and Financial institutions for creating a portfolio to fund the microfinance initiative.

Programme Officer- South Asia Regional Office (North)

Christian Blind Mission, Bangalore- Working form 25th March'2008 till continuing

Job Title: Programme Officer: (PO)

Job Description: To contribute to the general objectives of CBM through daily management of current projects and contracts providing input and recommendation on activities and interacting with CBM team members and partners.

Reporting to: Chief Development Officer (CDO)	In his/ her absence reports to: Regional Director (RD)/Chief Administrative Officer (CAO)	Substituted by: Designated PO
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- Assisting the CDO in the regional strategic planning, periodic monitoring and evaluation of assigned projects.
- Liaisoning with CBM e.V, project partners, consultants, advisors and co workers who are connected to the respective projects.
- Liaisoning with APRO in order to ensure exchange of information and broader understanding of HR based approach within the various CBM partnerships.
- Represents CBM at the discretion of RD conferences, workshops and seminars.
- Ensuring appropriate administrative procedures and guidelines of CBM are met by the respective projects.
- Supporting the RD, CDO and advisors in documentation related in the projects.
- Assisting the PO Finance/ Finance Asst Prog. Dept in the evaluation of financial statement and accounts abstract and in the preparation of accounts checklists for projects.
- Evaluating new project proposals for submission to RD and CDO for his/ her consideration.
- Coordinating the appointments with partners for project visits for RD and other visitors.
- Supporting the CDO and others to plan and organize workshops/ trainings in a time bound manner.
- Providing support to programme and strategic development departments with specific information related to programme, and finance department with information related to finance.
- Carrying out other tasks as may be required from time to time.
- Uphold the mission and vision of CBM

This job description may be subject to change from time to time as deemed appropriate by the RD.

Training and workshop

1. Workshop on Women Empowerment through Microfinance
Date 2/3/2000 to 5/2/2000 at Hotel Keshari in Bhubaneswar organized by VYK.
2. Microfinance and Development
Date- 9/11/2000 at CYSD, Bhubaneswar
3. Impact Assessment on Microfinance
Date- 9/12/2001 to 11/12/2001 at Bangalore organized by OTCO International
4. MIS and Microfinance
Date- 5/2/2002 to 7/2/2002 at Bangalore organized by OTCO International

4. How to Monitor and Evaluate our Intervention on Microfinance
Date- 25/5/2004 to 26/5/2004 at Hyderabad organized by ASSS
5. Strategic plan on Microfinance and Micro insurance
Date- 15/12/2006 to 17/12/ 2006 organised by Finwiz Financial Ltd, Bangalore
6. Project development on Project Cycle Management (PCM)
Date- 5/7/2007 to 8/7/2007 at Bangalore organized by CYSD.
7. Planning for VISION 2020
Date- 7/7/2008 to 11/7/2008 at London School of Hygiene & Tropical Medicine, London
8. How can we measure the Impact of our Interventions? (Project Cycle Management)
Date- 12/01/2009 to 23/01/2009 at Karl Kubel Institute for Development Education at Coimbatore

Personal Profile

01. Name - Mr. Nirad Bag
02. Father's Name - Mr. Cheru Bag
06. Date of birth- 2nd July' 1977
07. Sex- Male
08. Marital Status- Unmarried
09. Religion- Christian
10. Nationality- Indian
11. Domestic State- Orissa

15. Language Know : Oriya, Hindi & English
16. My Present Employer : CBM SARON, Bangalore
Ph. - 080-26673635

Means of Easiest Communication
E-mail- b_ebenezer@hotmail.com

(MR. NIRAD BAG)
SIGNATURE OF THE APPLICANT