

Joel Sundeep E
State Program Manager
Hyderabad, Telangana
joelsundeep@gmail.com
9398687572



A passionate development professional certified in Project Management - PMD Pro by APMG UK, and have experience in multiple domains includes Not for Profits, Social Impact Investments, Field Operations, Administration, Financial Services, Hospitality, with an overall work experience of 14 + years.

Expertise

- Maternal and Neonatal Health care programs (MHN)
- Water, Sanitation & Hygiene (WASH) programs
- UNICEF Projects – on Health Care & WASH
- Rural Entrepreneurship
- Skill Development – for Specially Abled (Hearing Impaired)
- Sustainable Livelihoods
- Government Liaison
- Donor Communications
- Partnerships & Negotiations
- Impact Assessments
- International Work Experience

Work Profile

Role: State Program Manager
Organization: ARMMAN
Period: Dec 2021 to till date

Armman works in the area of Maternal Health by leveraging technology to empower pregnant women and enable healthy neonates

Job Profile:

Responsible for planning, management and oversight of trainings to the health practitioners across the state of Telangana with effective liaison with health departments at the state and district levels.

| Key Projects |
|--|
| IHRPM – Integrated High Risk Pregnancy Management Program for Health Practitioners (ANM’s, Medical Officers & Specialists) across the state of Telangana |

Key Responsibilities

- Liaison with State Maternal Child and Health (MCH) department and District Medical and Health Authorities
- Planning, organizing, staffing, coordinating, monitoring/reporting and budgeting related to the training program
- Evaluate progress against planned schedule

- Nodal person for all training related activities and data analytics
- Build quarterly and annual training program
- Prepare and present reports on training program KIPs
- Present all the technical and supply training requirements
- Prepare budget for training programs and workshops
- Communicate all the training programs on a timely basis
- Lead, teach, on board and evaluate trainers; track on team's progress report
- Communication with external stakeholders such as local authorities
- Vendor Management

Role: Project Manager
Organization: Ashray Akruti
Period: Oct 2020 to Nov 2021

Ashray Akruti is an NGO based in Hyderabad deals with hearing-impaired communities

Job Profile:

Responsible for overseeing the execution of project deliverables, lead project planning, budgeting, action plans, recruitments, donor communications and handled a team size of 25 across 3 projects.

| Key Projects |
|---|
| Skill Development Training program for <i>Hearing Impaired youth</i> - (Employability project) |
| Sign Language Training to <i>Disadvantaged youth</i> - (Employability Skilling project) |
| Multi-Disciplinary Center for Children with <i>Special Needs</i> from the below poverty line families |

Key Responsibilities

- Single Point of Contact (SPOC) to the donors
- Lead, manage and coordinate day-to-day planning, implementation and management of project activities
- Develop and implement project plans with project staff, technical specialists and stakeholders to ensure effective project implementation
- Ensure monitoring systems and tools developed are used by project staff to track project progress and capture learning
- Ensure project compliance with the donor requirements and ensure that the donor guidelines are adhered to, particularly in regards to grant acknowledgement and reporting
- Monitor project expenditure against budget, and preparation and submission of required project progress and financial reports regularly
- Establish knowledge gaps and specific learning needs of project staff and coordinate staff capacity building for effective project implementation
- Facilitate active networking with local and regional Government departments, NGO's and private organizations implementing similar projects activities working in the project intervention area for continued learning and sharing of experiences and best practices
- Ensure project activities comply with the policies and regulations of the organization
- Accountable for project progress reports and financial utilization reports to the donors
- Develop Proposals and other project-related documentation

Role: Impact Manager
Organization: Green Connexion
Period: January 2014 to September 2020

Green Connexion is an Impact investing advisory & project implementing firm working for the sustainable impact in SDG 4, SDG 6 & SDG 8 in the rural areas of Telangana and Andhra Pradesh.

Key Responsibilities

- Manage projects in multiple locations and coordinate with local team members and partners for Project Planning, Execution, Monitoring, Donor reporting
- Chart out Project Execution Plan, partnership canvas, Government engagement models
- To explore Partnerships and collaborations with like-minded organizations, research institutions and social enterprises
- Develop, Implement, and Manage Systems and Procedures to meet the information needs of Higher Management
- Involved in the Baseline, Midline and end-line surveys
- Project Documentation – Proposals, Concept notes, Project progress reports, Impact stories
- Train subordinates and team members on various aspects of Project Management and coordination

Key Projects

WASH MART Project with UNICEF

It's a first of its kind project in India on Entrepreneurship in rural sanitation. The project covers 6000 households from 14 Gram panchayats of Vizianagaram district in Andhra Pradesh

Key Responsibilities

- Single point of contact to the Donor – UNICEF
- Attend Donor review meetings in Hyderabad, UNICEF office
- Handle Project strategies – High-level meetings with the Project Advisory Committee, Vizianagaram District Magistrate (Collector), District WASH officials, District RWS&S officials, Mandal-level meetings with MPDO's, Panchayat secretaries
- Coordinate with the Field Operations team and Finance team with regards to UNICEF Budget forms (ICE Forms, SOE Forms, Monthly Activity Reports)
- Conduct & coordinate Stakeholder meetings at the village level, panchayat level, Mandal level and district level
- Coordinate with the Project Consultants – Baseline Survey, Midline Survey, Study Reports on the project
- Conducted Entrepreneur Orientation Training programs
- Recruitment of the Project Interns

WASH Program Area (WPA) with Living Water International (USA)

It's a holistic program to improve and enhance the lives of the Tribal people in the Visakhapatnam district of Andhra Pradesh. The project interventions include Early childhood development programs, WASH interventions, offer assistance in sustainable and alternative livelihoods to the tribals.

Key Responsibilities

- Worked on the Project Identification Report, Design Document, Log frame Analysis, Situational Analysis, Stakeholder Analysis, Risk Analysis
- Conducted Project Design workshop with all the Project stakeholders– Tribal Community leaders, District WASH officials, and the DONOR Team.
- Coordinate with local Farmer Producer companies, SHG's in the project areas for the livelihood opportunities
- Work with the other like-minded NGOs for the welfare of the Tribal communities include Honey Collection Trainings, Cottage Industry Trainings, Eco-Tourism, Social Impact Incentives (SIINC)
- Early Childhood Development programs with ITDA Paderu for managing Anganwadi centers in the project area
- High-level meeting with ITDA officials – Additional District Magistrate, Mandal Development Officers, RWS&S Officials, Panchayat Raj Officials, Mandal Agriculture Officer, WASH officials
- Handling the Human Resource – coordinating with Pan India project team, Employee Recruitment, Terminations, Employee Appraisal Survey
- Work on the Human Resource Information System

Role: Front Office Manager
Company: Bloomsbury Palace Hotel, London -UK
Period: Oct 2012 to Dec 2013

Key Responsibilities

- Supervise support office staff, including receptionists, housekeeping, kitchen staff
- Schedule shifts
- Handle complaints and specific customers' requests
- Troubleshoot emergencies
- Monitor stock and order office supplies
- Keep updated records of office expenses and costs
- Ensure the company's policies and security requirements are met
- Arrange for brief tours of the hotel's rooms and facilities

Role: Management Assistant
Company: Reflecta (Advertisement Agency) Zurich, Switzerland
Period: Jan 2010 to Feb 2011

Key Responsibilities

- Assist the Director on her Daily Schedules
- Screening and Directing phone calls and Distribute Correspondence
- Handling requests and queries appropriately
- Source office supplies
- Devise and maintain an office filing system
- Make travel arrangements for the staff
- Communicate with clients
- Monitor emails and provide feedback

Role: Assistant Sales Manager
Period: June 2007 to December 2007

Company: Standard Chartered Finance Limited

Key Responsibilities

- Business Loans, Loan Against Property (LAP)
- Generating Leads and converting in to sales
- Conduct Loan Melas
- Market survey

Role: Sales Officer

Period: Oct 2005 to Dec 2007

Company: HBL Global Pvt. Ltd – (A Subsidiary of HDFC Bank)

Key Responsibilities

- Corporate Sales
- Make Builder approvals
- Meet the customers at their offices or residences
- Verify all the financial statements of the client
- Help the client in the disbursement process
- Participate in promotional activities and campaigns
- Market survey

Educational Details

| Details | Institute/ University |
|---|--|
| <i>MA in Sociology</i> | <i>Distance Education, OU - currently pursuing (2020-2022)</i> |
| <i>MBA in Marketing Management</i> | <i>Alluri Institute of Management Sciences, Warangal – KU (2005)</i> |
| <i>PG Diploma Hospitality Management</i> | <i>Eagle College Suisse, Einsiedeln, Switzerland (2009)</i> |
| <i>Bachelors in Computer Applications</i> | <i>St. Joseph's Degree & PG College, Hyderabad - OU (2003)</i> |
| <i>Intermediate</i> | <i>Excellent Junior College, Khammam (2000)</i> |
| <i>SSC</i> | <i>Bharat Public School, Kothagudem (1998)</i> |

Certifications & Training

- Project Management for Development Professionals (PMD Pro) Certification - APMG International, United Kingdom
- MDP on "Creating Alternate Livelihoods through Community Based Tourism" – IRMA Anand, Gujrat, 2019
- Attended UNICEF conclave in NIRD – PR, Hyderabad
- Attended Toilet Board Coalition Summit – Pune, 2019
- Digital Marketing - Search Engine Optimization, Google Digital Unlocked - ISB & FICCI

References can be submitted upon request