



Subhashri Biswal

Profile

Results-driven professional with over 10 years of diverse experience spanning **management education, business development, human resources, and finance**. Proven expertise as a lecturer in management studies, combined with strong practical exposure to organizational growth and people management. For the **past 6 years**, deeply engaged in the **skill development and livelihood** sector, contributing to capacity building, training delivery, and community empowerment initiatives. Adept at bridging academic knowledge with real-world application, with strong communication, leadership, and program management skills. Committed to driving sustainable development and creating impactful learning and livelihood opportunities.

Contact

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Work Experience

Aug 2022 | Assistant Programme Officer

Till Date | JAN SHIKSHAN SANSTHAN , CUTTACK

Sponsored By-Ministry of Skill Development and Entrepreneurship,
GOVT. of India



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Education

Post Graduate Diploma in Rural Development -2022

Odisha State Open University,
Sambalpur

Master of Business Administration (MBA) - HR & Finance 2012

Utkal University, Bhubaneswar

Bachlore in Arts-2010

Berhumpur University

PG Diploma in Computer Application (PGDCA) - 2013

MCC Academy Semiliguda ,Koraput

- Assist in planning, implementing, and monitoring skill development and livelihood training programs in alignment with JSS guidelines.
- Coordinate with trainers, mobilizers, and field staff to ensure smooth execution of training activities.
- Identify target beneficiaries, mobilize candidates, and support enrollment processes, especially among non-literate, neo-literate, and marginalized groups.
- Monitor training quality, attendance, and performance of trainees; ensure timely completion of courses.
- Maintain and update program records, reports, and documentation as per organizational and government requirements.
- Support assessment, certification, and placement/self-employment initiatives for trained candidates.
- Liaise with local authorities, NGOs, and community stakeholders to strengthen program outreach and impact.
- Conduct field visits and supervise training centers to ensure compliance with standards.
- Assist in organizing awareness camps, workshops, and community engagement activities.
- Track outcomes and prepare periodic reports on program progress, achievements, and challenges.
- Handling Project of other scheme i.e- **Skill Hub Initiative, PM Viswakarama, EDP Training & DAJGUA VDVKS**

Skill

- Skill Development & Livelihood Promotion Entrepreneurship
- Development Programs. Government Advisory & Liaison.
- Industry Engagement, Job Fair, and
- Alumni meet. Project Monitoring and Evaluation (M&E). Training
- Quality Assurance. Post-Placement Support, Tracking .
- Capacity Building & ToT.
- Stakeholder Coordination.. (Govt/CSR/NGOs)
- Compliance Implementation.
- Data Analysis & Impact Reporting.
- Ability to quickly master new tools and systems.
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Certifications & Training

- TOT Certificate from NIESBUD
- TOT Certificate From NIESBUD under - DAJGUA
- BYST of Youth Empowerment
- POSH Certification



Technical Proficiency

- MS Office (Word, Advance Excel, Power BI, Power Point). MIS tools
- for project Skill India Digital Hub (SIDH). Google Workspace (Docs, Sheets, Drive). Virtual
- collaboration tools: Zoom,
- Microsoft Teams, Google Meet.



Languages

- English: Fluent (Read, Write, Speak)
- Hindi: Proficient (Read, Speak)
- Odia: Native



Interests

Community engagement activity, Cooking, and Reading New Papers.

Oct 2020
Aug 2022

District Skill Co-ordinator

PricewaterhouseCoopers Pvt Ltd

Project- Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP) Ministry of Skill Development and Entrepreneurship.



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- Coordinated District Skill Committee (DSC) meetings with line departments to ensure convergence and effective execution of skill development initiatives.
- Prepared and implemented District Skill Development Plans based on local employment needs and sector demand.
- Conducted impact analysis and infrastructure assessments to evaluate training effectiveness and identify gaps.
- Organized job melas and placement drives, enabling employment opportunities for youth.
- Developed strong coordination with local industries to promote local employment and placement linkages.
- Provided career counseling and guidance to youth, improving awareness of skill and employment opportunities.
- Maintained program data, reports, and documentation for monitoring and decision-making.
- **PMKVY-4.0**
- Preparation of District Skill Development plan

Feb 2017

Sr Officer HR & Finance

Apr 2019

Indus Udyog Infrastructure Pvt. Ltd. Korba, Chhattisgarh.

- Recruitment
- Training
- Wage Management
- Financial Analysis (Bill Preparation)
- Office Management
- Documentation

Apr 2012

Placement officer Cum Lecturer

July 2014

SCITM (Samanta Chandra Sekhar Institute of Technology & Management)

- Campus drive.
- TeachTaking Personality Development classes.
- Career counseling.
- Coordination for internship and vocational Training.



Korba
Chhatisgrah



Semiliguda
Koraput

Declaration

I hereby certify that the information provided above is true to the best of my knowledge and belief.

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Subhashri Biswal