**Milton.vemu**

**+91 8099990390**

[**miltonvemu@gmail.com**](mailto:miltonvemu@gmail.com)

**Career Objective:**

To work in an organization where innovation and excellence are the way of life, where my full potential will be explored and where I will get ample scope for development. highly dedicated and dependable, with exceptional project management skills able to maintain strong and positive professional relationships with both superiors and subordinates.

**Present Employer and job responsibilities:**

November 2021 to till date. Ramky Foundation Training Institute As a Center Head ( State Operational head).

Ramky Foundation, in collaboration with the Government of India, has established a skill development centre (DDUGKY) for rural youth across Andhra Pradesh in Web Development and Broadband Technician job roles.

**Job Responsibilities:**

* Directed and coordinated activities of business or departments concerned with staff
* Prepared staff work schedules and assigned specific duties
* Demonstrated and supported continuous improvement and growth mind set
* Adhered to quality and service standards to support operational goals
* Met deadlines while maintaining high quality deliverables
* Worked with co-workers to complete tasks
* Conducted staff meetings to relay general information or address specific topics
* Monitoring the centre’s operations
* staffing
* Mobilization of candidates
* Placements of candidates
* Follow-up with previously placed candidates and document collection
* coordination with NIRDP, SEEDAP, and government monitoring bodies.
* Reporting to the head office and following the instructions that are given
* maintain the SF records.
* budget estimation for the new proposed projects.

**Previous Employers Details and responsibilities:**

August 2019 to November 2021. Edu Bridge Learning Pvt. Ltd. As a Manager ( Center)

The goal is to establish, manage, and operate skill development centres across India to serve as a link between unemployed youth and industries in need of skilled labour, and to provide both entry-level and advanced-level courses. While the entry-level courses aim to impart employable skills, the advanced-level courses enable the existing industrial workforce to acquire skills for vertical and horizontal mobility through a wide range of up-skilling and cross-skilling programs.

**Job Responsibilities**:

* selection of target villages for the month.
* Plan marketing activities for the month.
* Brainstorming for any new ideas
* Budget and cost are yet to be determined.as well as funds to be requested.
* Meetings with Business Partners/RN Meetings
* Schools/colleges—Preparing the list of school’s colleges to be targeted for the
* Referrals—Referral activity planning. Expected outcomes include leads, walk-ins, registrations, and enrolments.
* Training will be carried out strictly as per the modules prescribed.
* A student progress report is to be maintained.
* Assessments have to be conducted.
* Students' & Parents' Counselling
* client skill matrix.
* Mapping of Students and Clients
* Interview Scheduling – Outstation and Local.
* interview process.
* Interview results and offer letters

 August 2015 to December 2018 Escorts Skill Development Facilitator

We are (Escorts Group) a global engineering conglomerate company working closely with major automotive, Agri-machinery, construction equipment, railway equipment and material handling equipment manufacturers. Escorts group has set up Escorts Skills Development Pvt. Ltd. to manage and operate skill development centres to fulfil the skill gap and train the professional qualified and skilled workforce under the Skills India Initiative. Giving training under Skill India PMKVY, DDUGKY, NSFDC, HSDM and also different state government skill missions. also collaborated with BSES Rajdhani Power Ltd, a Reliance Anil Ambani group company, for giving training to the electricians under the PMKVY RPL program.

**Job Responsibilities**:

* to advise school or college dropouts
* Training is given under the PMKVY RPL programme for experienced technicians.
* Maintain all the records and photographs.
* Uploading the certificate distribution of successful candidates' photographs on the NSDC site.
* monitoring the various franchise centres to see whether they are giving proper training or not.
* Visiting various franchise institutions as a guest faculty/trainer
* setup and maintenance.

* May 14 to July 15 Swarna Group Maintenance engineer

Swarna Group is a leading group having hotels and educational institutions in various locations around Vijayawada.

**Job Responsibilities**:

* to maintain all the electrical equipment and the panel board.
* electrical maintenance work practises and processes.
* Supervised electricians work round the clock.
* provided all the required electrical system technical support.
* coordinated with all departments on progress.
* We identified and resolved the causes of equipment malfunctions.
* Ensured adherence to all facility safety precautions and procedures.
* March 2012 to April 2014 AWARE ITI training center Master Trainer

The Aware group is working with the moto of rural development and has hospitals, schools, and colleges in various parts of Andhra Pradesh to help the poor and needy for better livelihood. Aware ITI college is located in Aswaraopeta in Khammam District, which is a remote and naxls-prevalent area. In that area, we have to work hard to be technically motivated and give training to the rural unemployed and dropouts of school and college.

**Job responsibilities**:

* Counseling the dropout candidates to choose the best to get a good job
* Maintain a record for all candidates.
* Giving the best training for them
* providing theory and practical material for further reference.
* 2009 to 2012 continteal construction projects ltd Assistant manager (Electrical)

**Continental Construction projects. Ltd (CCPL)** is a multifarious civil engineering construction company in India. Our expertise includes specialisation in irrigation and power, marine and harbor, water supply and sewerage, public health engineering, bulk handling and storage, transportation and communication, open cast mining and rock excavation, industrial structures and buildings, etc.

CCPL was awarded the project for the excavation of 8km of tunnel for a 100MW Hydel power plant in Machayl village near Baidyanath Mandi District by the Himachal Pradesh Power Generation Corporation Ltd in the year 2008.

**Job responsibilities**:

* maintenance of electrical equipment involved with the tunnel excavation on a daily basis.
* I supervised proper wiring and electrical equipment installation.
* undertook repair of the cables and wiring in the tunnel and at the site.
* I supervised the civil works at the Neri Site and Machyal Inlet Site.
* The RA Bill of the company was prepared, checked, and corrected.
* Maintaining accuracy in the shape of a tunnel using a levelling instrument
* generating a daily progress report
* Generating a monthly progress report
* billing of the total excavation of the tunnel.
* 2006 to 2009 construction Industry Development Council Trainer

The Construction Industry Development Council (CIDC) has been set up jointly by the Planning Commission**,** Government of India and the Indian construction industry This includes conducting training at various levels and organising workshops. The CIDC has taken a challenge to train the rural unemployed students for better livelihood with the initiative by the state Govt. for the EGMM ( Employment Generation and Marketing Mission) in the state of Andhra Pradesh in the year 2006.

In the year 2009, CIDC also trained the NDMC ( New Delhi municipal corporation ) and DDA ( Delhi Development Authority) employees to upgrade their skills for better performance in their field to avoid delays and do smooth and smart work.

**Job responsibilities**:

* Unskilled and dropouts from villages and small towns are being mobilised to be trained as electricians and wiremen.
* Providing training and counselling to facilitate their integration into the company.
* regularly updated the government officials of the area with the
* The advancement and development of people living in rural areas
* This was used as feedback to the State Govt. regarding the
* Certification courses are carried out by the company.
* conducted assessment after the completion of the training process.
* at various centres in the state and thereby helping in the
* selection process of suitable candidates.
* Coordinated with the Supervisors and District Coordinators for
* regular training and counselling of all the people from all the
* regions of the state.
* 2001 to 2003 JVR ITI Sathupally Khammam District Trainer
* The Sri Jalagamvengal Rao ITI Institute, which is approved by the State Govt. with affiliation from NCVT and AICTE, is located in the Sathupally town in Khammam District. By the inspiration of Mr. Sri JVR, ex-Chief Minister, to help poor students and train them.

**Job responsibilities**:

* + Giving training and conducting practicals for electricians
  + Participating as a representative of an institution in the open council conducted by the state govt.
  + Mobalisation in the rural area
  + Maintain office records.

**Educational Qualifications**:

* From 2003 to 2006, earned a B.tech (Electrical and Electronics Engineering) from SreeKavitha Engineering College in Khammam, which was affiliated with JNT University Hyderabad.
* From 1998 to 2001, attended Govt. model residential polytechnic college Bhadrachalam in Khammam District.
  + SSC ( Secondary school certificate ) from JyothiNilayam Convent School, Sathurpally in the year 1998.

**Personal Details:**

Date of Birth : 25.06.1982

Language Proficiency : English, Hindi, Telugu

Address: H.no 6-224

Gudipadu Road, Sathupally, Khammam District, Telengana-507303

Preseent Address: H.no 32-47-31,

Revenue colony,

Behind Meeseva center,

Machavaram Down,

Vijayawada-520004,

Krishana district,

Andhra pradesh

**Declaration**:

I hereby declare that the above information is true to the best of my knowledge and I shall be held responsible of the above mentioned particulars.

Date:

Place: Milton. vemu