Devajit Barman

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**Father’s Name:** Harsha Barman

**Permanent Address:** 49, Shiva Mandir Path

Batahghuli, Panjabari

Guwahati - 37

**Summary:**

I am an energetic, ready-to-travel, multilingual, motivated and detail–oriented person.

I am known for delivering high results.

I am seeking challenging placement with national/ international team/ development-oriented-organizations in India.

I have diverse set of experiences and skills, including HR administration and training.

I am ready and able to learn and adapt quickly to new situations,

I could deliver results with minimal supervision and work effectively in teams in multicultural settings and individually to add on the accumulated experiences gathered.

**Date of Birth:** 01-01-1976

**Educational Qualification:**

1991 HSLC SEBA 56%

1994 HSSLC (Sc.) AHSEC 58%

1999 BA (Assamese) GU 47%

**Professional Qualification:**

MBA (HR) from SMU.

Diploma in Homoeopathic Medicine and Surgery

Diploma in Computer Application

Certificate in Computing (IGNOU)

Certificate in Health & Hygiene

Certificate in Medical Transcription

Certificate for NIXI Internet Learning Program

**Linguistic Experience:** Freelance Translation of UNICEF Documents

Freelance Translation of NACO Documents

Freelance Translation for agencies

Worked as Language Expert for Red Ribbon Express, 2013

Coordinator in Language change over process of IEC materials of RRE

Sub-Editor: KADAMBARI (An Assamese Monthly Magazine)

Freelance Journalism in many Dailies and weeklies.

Over 50+ articles, poetry published in Assamese & English News Papers on various subjects including Health.

**IT Skill:** DOS, Windows all, Linux, Open Solaris, Open Office, MS Office including FrontPage, Access, etc.

CorelDraw, PageMaker, Photoshop etc.

Volunteering for Open Source Software Groups online.

Maintenance, troubleshooting, up-gradation of PC, LAN, Internet through dial-up, ISDN, broadband. Knowledge of Telnet, FTP, VPN. Wi-Fi, Infrared & Bluetooth connectivity. Web designing ([www.devainet.co.n](http://www.devainet.co.n/)r and others)

Touch Typing in English, Hindi, Assamese and Bengali using OSS.

ODF and file format conversion etc.

**Job Experience:**

Total 11 years approx. in development sectors viz. Education (SSA) & Health (NRHM, NACO).

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| **Post** | **Location** | **Period** | **Responsibility** |
| DA/ PA to the Project Director, Assam State AIDS Control Society | Khanapara, Guwahati | 25/06/2008 to till date. | i. Secretarial / Administrative support to the Project Director.  ii. Drafting office letters.  iii. Liaison with other SACS, NACO, NERO and other Govt. departments.  iii. Checking mails, FAX etc.  iv. Maintaining confidential materials, documents related to recruitment etc.  v. Planning Tours.  vi. Administrative Assistance.  vii. Helping Addl. Project Director in HR Section.  viii. Designing PPTs.  ix. Dealing with Multiple Stakeholders  x. Renewal of Registration of Societies. |
| District Data Manager and District Nodal M&E Officer, National Rural Health Mission, | Silchar, Cachar | 03/10/2006 to 25/06/2008 | i. Collecting, compiling and maintaining a comprehensive database of health care system.  ii. Liaison with other parallel NDCPs, Govt. Departments.  iii. Monitoring & Evaluation of health care system up-to the SC level.  iv. Preparation of AWP&B from the Village to District level & presentation of AWP&B.  v. Monthly Reporting through HMIS.  vi. Supporting and training of peripheral units.  vii. Maintaining computer systems up-to the block level including logistics.  viii. Making presentation on up to date status. |
| Electronic Data Processor in **Sarva Siksha Abhiyan**, Assam | Kahilipara, & Chatribari, Guwahati | July, 2002 to 2/10/2006 | i. Data collection, compilation.  ii. Monthly Reporting.  iii. Supporting, training the SmartSchools (Computer Aided Learning in Elementary Schools).  iv. Maintaining the (DISE) District Information System on Education.  v. Maintenance- Hardware & Software of PC, Printer, LAN etc. |
| Medical Transcriptionist at GINS | Borjhar, Guwahati | Jan to June, 2002 | Medical Transcription. |

**Training & Participation:**

1. Participant in a 15-day Programme and Training on Computer at Regional Science Centre, Guwahati
2. Participant in a 3-day Programme and Training in Print Material Development under IGNOU
3. Attending many programme on NRHM activities such as Facilitators of ASHA, Preparation of DHAP, RI, SIP, PPI etc.
4. 2-day Training on Geriatric Disorders.
5. Participant in training for SPIO in Right to Information Act, 2005

**Language:** English (Read, Write, Speak)

Hindi (Read, Write, Speak)

Assamese (Read, Write, Speak)

Bengali (Read, Speak)