CURRICULUM – VITAE

Personal Information:

Name	: Lovely Singh
Father's Name	: Ram Prasad Singh
Date of Birth	: 2052-11-15 B.S. (1996-02-27 A.D.)
Citizenship No.	: 16-01-71-06329 (2071-08-29)
Gender	: Female
Nationality	: Nepalese
Marital Status	: Married
Religion	: Hindu
Language Known	: Nepali, English, Maithali & Hindi
Permanent Address	: Rajbiraj Nagarpalika Ward No-2 (Rajdevi Tole)
Temporary Address	: Mahalaxmi Nagarpalika -4, Imadol, Lalitpur
District	: Saptari
Country	: Nepal
Contact Mobile No	: +977 9705001569
E -Mail Address	: mailmyidlovelysingh116@gmail.com

Level	Division	Percentage	Passed Year	Board/TU	School/Collage
B.Ed.	2nd.	43.07%	2019 AD	T.U.	Mission College, Rajbiraj, Saptari
I.Ed.	2nd.	53.70%	2071 BS	H.S.E.B	Shree L.B.N.S.S. Babhangama Katti, Saptari
S.L.C.	2nd.	50%	2068 BS	S.L.C. Board	Shree L.B.N.S.S. Babhangama Katti, Saptari

Course	Duration	Institute/ Office	Remarks
PCA.	7 Month	Orbit Computer Institute, Rajbiraj, Saptari	Ms. Office (Ms. Word, Excel, DOS Adb. Pagemaker. Adb. Photoshop.

S.N.	Training/ Workshop	Duration	Institute/ Office
1.	Montessori Training (Junior Diploma Special Course)	3 Month's	New Star Montessori Training, Koteshwor
2.	Training on Transitional ECCD	6 Day's	Save the Saptari, Saptari, Nepal
3.	Training on Transitional ECCD	6 Day's	Save the Saptari, Saptari, Nepal
4.	Training on CEMIS Data Collection	4 Day's	Save the Saptari, Saptari, Nepal

5.	Volunteer's Training	3 Day's	Save the Saptari, Saptari, Nepal
6.	Training of Child Rights	2 Day's	Save the Saptari, Saptari, Nepal
7.	Training Education Political Leaders: Promoting Governance and Accountability in Saptari Programmed	7 Day's	SSHD, Nepal
8.	Report writing Skills Training	2 Day's	UNFPA
9.	Community Mitigation Training	5 Days	SSHD, Nepal
10.	M_TOT on Child Club Leadership	5 Days	Hurk Nepal

S.N.	Position	Program	Duration	Institute/ Office/NGO
1.	Social Mobilizer	Sponsorship	2013/08/17 to 2015/08/15	Save the Society and Human Development Nepal, Saptari
2.	Enumerator	CEMIS Data Collection	2016/05/22 to 2016/07/22	Save the Saptari, Saptari, Nepal
3.	Teacher	Transitional Class (ECCD)	2016/08/01 to 2016/10/30	Save the Saptari
4.	Teacher	Transitional Class (ECCD)	2017/09/01 to 2017/11/30	Save the Saptari
5.	Supervisor	Resuming Education Flood Affected Terai (REFAT)	1/12/2017 to 30/9/2018	Save the Saptari, Saptari, Nepal
6.	Enumerator	Poverty Household Identification card	2077/11/09 to 2078/03/09	Tilathi Koiladi Rural Municipality
7.	Community Mobilizer	Samunnati	01/07/2019 to 30/06/2022	Save the Saptari
8.	Program Officer	Learning capsule	01/07/2023 to 30/12/2023	Save the Saptari

Major responsibilities and tasks:

- Prepare work plan and Timesheet in the time and submission to Line Manager.
- Conduct activities in working area according to work plan.
- Conduct the activates of Basic Education, Early Childhood Care and Development, Adolescent Development, School Health & Nutrition, Adolescent Sexual Reproductive health, Livelihood as per the integration within times.
- Prepare the report of the planned activities conducted at local level after supervision and to submit to Line Manager.
- Play the role of facilitator in the meeting and to keep the record of the decisions.
- Collect necessary data and to keep the record of the data.
- Prepare monthly, quarterly, half yearly and yearly progress report of the planned activates in time and submit them to Line manager.
- Support in another social immobilizer's working area to conduct the activities in the project as need.

- Follow the Child Safeguarding Policy and Integrity and make the child safeguarding policy and Integrity.
- Do other work according to the program's need if the organization orders.

References:

1. Dhurb Pd. Deo
   Chairperson
   Save the Saptari, Rajbiraj
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2. Santosh Yadav
   Project Coordinator
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