

Sailamchon Shimrah

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Experienced and dedicated specialist project administrator proven track record of working on the KFW German Project under the Forest Department, Government of Manipur. Skilled in managing administrative programs, financial analysis, and strategic planing.

Talented professional manager/ administrator seeking to fill an executive role and seeking to apply expertise in project management to drive organizational success.

Work Experience

Specialist Project Administrator

February 2023 – Present

KFW German Project, Government of Manipur

- Manage administrative programs
- Oversee document repository and office communication,
- Manage staff scheduling and monthly work plan.
- Maintain project documentation standards.
- Provide strategic advice.
- Coordinating with stakeholders, managing resources and implementing field activities.
- Monitoring the activities implemented across villages.

Education

Master of commerce

July 2020 – July 2022

Maharaja Agrasen Himalayan Garhwal University

- Business/ Commerce General

Bachelor of Commerce (B. com Honours)

June 2016 – July 2019

IMS Unison University

- Business/ Commerce General

Higher Secondary

May 2016

St. Edmund's College, Meghalaya Board of Education

- Commerce stream

High School

2014

Alice Christian Higher Secondary School, Ukhrul, Manipur Board

- Math, Science, Social Science, MIL, English

Voluntary activities

- Voluntarily working as an education secretary.
- Contributed to the operation of local hospital run by my grandmother, gained experience in healthcare administration and community service.
- Participated in the forest carbon project workshop: A capacity development
- Workshop by Prof. Phungmayo Horam in partnership with rrea & diaspora 2030

Skills

• Strategic Planning & Coordination • Stakeholder Engagement • Field Activity
Implementation • Document & Report Management • MS Excel • MS Word •
Communication & Team Collaboration • Time Management • Community Development
Support • Financial Planning & Analysis