

## **Jekkisusai N Marak**



**Address** Rongjeng, Meghalaya, India-794110  
**Phone** 7627950216  
**E-mail** jekylmark@gmail.com  
**Date of Birth** 17<sup>th</sup> July, 1997  
**Community** Garo  
**Religion** Christianity  
**Caste** ST (Scheduled Tribes)

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent management and problem-solving skills. Ready to help the team in achieving the organizational goals. Willingness to take on added responsibilities to meet team goals.

### **Skills**

- Accounting Skills
- Tally with GST skills
- Numeracy skills
- Leadership and team management skills
- Managerial experience
- Managerial finance
- Computer Skills
- Driving skills
- Customer service skills
- Sales skills
- Ability to communicate effectively in various levels

### **Work History**

**2022/01-2022/07**

#### **CSC (Customer Service Centre) VLE**

*Rongjeng, East Garo Hills District, Meghalaya*

- Daily activities to communicate with different type of people from rural and urban
- Required to provide awareness of government and other sectors schemes, products and legal document to make understand people (example: PAN Card, Caste Certificate, Ministry of Labour Card, GST filed and registration, Udyam Registration, etc)
- Every day required to work in computer

**2022/08 – 2022/11**

**ASER Manager**

*Pratham Educational Foundation (PEF), Meghalaya*

- Worked well in a team setting, providing support and guidance.
- Assisted with day-to-day operation, working efficiently and productively with all team member and volunteers.
- Gained extensive knowledge in guiding volunteers for survey, financial management, data entry, and analysis and reporting.
- Worked flexible hours across night, weekend and holiday shifts.

**2022/12-2023/08**

**CSC (Customer Service Centre) VLE**

**2023/10-(Current job)**

**CEO of Ringgi Farmer Organic Producer Cooperative Societies Ltd  
Under SIMFED Project**

- My responsibilities is for the overall business of the FPO
- Managing the Local Resource Persons, Field Assistants, Lead Farmers and other members of the FPO
- Maintaining of Office Records such as stock registers/Share Registers, AGM, data of the products available within the FPO and conducting of Annual General Meeting and many more works etc
- Obtaining license from FSSAI, GeM Registration, Income tax filed return, PAN card , GST etc when the arises.
- Making marketing network with buyers and supplier of a products which available by the FPO
- Required to worked with SLA (Directorate of Horticulture), MSRLS, MBDA and other FPO/FPCs and IVCS.
- Also requires training module for PG (Producer Groups) in consult with SIMFED, DHO, and SLA.

**Education Details**

Examination Passed/ Degree	School/Institution / Address	Subject Taken	Year of Passing	Percentage/ CGPA obtained
M.com	Assam Don Bosco University, Guwahati	Entrepreneurship Management and E- Commerce, Modern Accounting, Advance Accounting, Business Statistics and Decisions	2021	(75.05%)/ 7.90 Grade
B.Com	St. Edmund's College, Shillong	Entrepreneurship Development, Direct Tax Laws and Practice, Environmental Studies, Business Statistics, Business Economics	2019	51.13 %
HSSLC	Loyola Higher Secondary School, Williamnagar	English, Garo (MIL), Entrepreneurship, Accountancy, Business Studies	2016	66.8 %
SSLC	Holy Family Secondary School, Rongjeng	English, Garo (IL), Mathematics, Science & Technology, Social Studies, Health Education	2014	53.66

**Languages Known**

- Garo, English and Hindi

**Other Qualifications Certificate**

- Tally with GST of two months Course (10/04/2018-08/06/2018)
- PGDCA with one year Course (Feb 2021- Jan 2022)

**Extracurricular Activities**

- Studied major project on “Customer attitude and interaction towards internet banking services in Assam, Guwahati, Azara” at Assam Don Bosco University.
- Attended as Student in Industrial Tour to Purabi Dairy, Khanapara, Guwahati, Assam
- Participated in “An interaction on Foreign Trade Policy” which organised by St Edmund’s College, Shillong in collaboration with Ministry of Commerce, Govt. Of India.
- Achieved a certificate for participated in an awareness cum oriented programme “Opportunities in International Trade” organized by St. Edmund’s College, Shillong, Meghalaya

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Applicant Signature