

CURRICULAM VITATE

Tarun Bhatia

House No.1055/3-Top floor Sector-39B

Chandigarh – 160036

Cell Phone: +91-9711369281, Emailid: tarunbht37@gmail.com

CAREER OBJECTIVE

To work with an organization of repute which helps me build a career where I would leverage my abilities, interest, knowledge and that provides me ample growth as a professional as an individual.

ACADEMIC QUALIFICATION

- Matriculation from C.B.S.E.
- 10+2 from C.B.S.E.
- B.C.A from MDU Rohtak.
- M.A (Economics) from Shobit University Meerut.
- ITI (Diesel Mechanic) from Digha ITC Patna.

EXPERIENCE

1. Junior Consultant (13/12/2021 – 25/10/2023)

Employer Name- Labour Bureau, MoLE, Gol, Chandigarh

Main duties performed:

- Planning and execution all India Surveys i.e. Employment survey, Migrant Worker Survey, Domestic Worker Survey, Area Frame Establishment Survey for its timely completion.
- Capacity building through imparting training to field staff for data collection, maintaining data quality, coordinating guideline of scheme, attending queries/doubts and clarification of field staff.
- Monitoring the field work, liaisoning with the Labour department's/State DES office's/nodal officials, frequent field visits. Regular data scrutiny at MIS system, checking of filled schedules and its data quality, undertaking frequent field visit.
- Leading the team of surveys in the state level/regional level, presenting the progress in monthly review meeting.
- Management of physical and financial achievement of projects in the states and its reporting.

2. Consultant (01/11/2019 to 19/05/2021)

Employer Name- Directorate census office Haryana (Chandigarh)

Main duties performed:

- Planning and execution all India Surveys
- Data collection and supervision of SRS Scheme
- Monitoring the field work, liaisoning with concern departments for the survey
- Management of physical and financial achievement of scheme.

3. Field Investigator (26/06/2019 to 31/10/2019)

Employer Name- NSO, Mohali, Punjab

Main duties performed:

- Collect and scrutinize statistics for the scheme- Data collection of socio Economic survey and UFS

4. **Supervisor cum Investigator** (18/12/2013 to 17/07/2014)

Employer Name- Labour Bureau, MoLE, Gol, Chandigarh

Main duties performed:

- Collect and scrutinize Labour statistics for the scheme- Quarterly Employment Survey which is a time bound scheme. The job involves extensive touring for data collection within the country.
- Sampling techniques, data compilation for all India, data cleaning, co-ordination with state Nodal Offices, regional offices of Labour Bureau & team of investigators,
- Co- ordinate with data entry team, guidance for data entry and assist to Senior Consultant for survey work.
- Worked in following national level survey;

Post	Nature of Work	Time Periods
Investigator	House Hold Data Collection Employment & Unemployment Survey	18-12-2013 to 17-07-2014
Supervisor	Data Collection & Scrutiny New Series CPI-IW	20-10-2014 to 13-05-2016
Supervisor	Data Collection Establishment Survey & Scrutiny (Quarterly Employment Survey)	13-05-2016 to 28-1-2019
Investigator	Data collection (AFES scheme)	28-1-2019 to 31-3-2019

PERSONAL STRENGTH:

- Sincere and Cooperative.
- Hard working.
- Very Disciplined and Responsible.

PERSONAL DETAILS

- **Date of Birth** : 22nd August 1990
- **Father's Name** : Sh. Satish Kumar Bhatia
- **Gender** : Male
- **Nationality** : Indian
- **Marital Status** : Single
- **Language Known** : English, Hindi & Punjabi
- **Permanent Address** : **WZ-30, Gali No.1, Shri Nagar
Shakur Basti Delhi-110034**

Date: 22-03-2024

Place: Chandigarh

(TARUN BHATIA)