

MAHABOOB BASHA J

Senior CSR & ESG Leader | Livelihood & Skill Development | Social Impact Program Management

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EXECUTIVE SUMMARY

Results-driven CSR and ESG professional with 14+ years of progressive leadership experience in Livelihood Programs, Skill Development, Social Impact, and Corporate Social Responsibility across the development and social sector. Demonstrated expertise in managing multi-crore CSR portfolios (₹10+ crore), leading 100+ member teams, engaging 12+ corporate funders, and creating sustainable livelihood pathways for 10,000+ beneficiaries annually. Proven track record in end-to-end program management — from community mobilization and training delivery to employer partnerships, job placements, and post-placement retention. Adept at government partnerships (NSDC, PMKVY, State Skill Missions), stakeholder management, ESG reporting, governance, monitoring & evaluation, and driving measurable social impact aligned with organizational and funder objectives. Certified CSR Professional and Certified ESG Specialist with executive education from IIM Bangalore in ESG & Sustainability Implementation. Currently pursuing PGDCSR from IGNOU. Experienced working with multinational CSR foundations, NGOs, and government-funded skilling programs — bringing a structured, impact-driven approach to every engagement.

CORE COMPETENCIES

CSR Strategy & Implementation | ESG Reporting & Sustainability | Livelihood Program Management | Skill Development & Vocational Training | Social Impact Assessment | Program Design & Execution
Funder & Donor Management | Government Partnerships (NSDC / PMKVY / DDUGKY) | Stakeholder Engagement | Employer Partnerships & Industry Connect | Placement & Retention Management
Budget Management (₹10+ Crore) | Team Leadership (100+ Members) | Governance, Monitoring & Evaluation | MIS & Impact Reporting | Process Compliance & SOP Execution | Capacity Building
Community Mobilization | Beneficiary Management (10,000+ Annually) | Learning Management Systems (LMS/SDMS) | Project Audits & Reviews | People Management | Strategic Planning

PROFESSIONAL EXPERIENCE

Deputy Manager – Livelihood, GREEN & TECH Skilling | Dr. Reddy's Foundation, Chennai | Mar 2023 – Present

Key Responsibilities

- Own and manage 5+ CSR funder relationships with a combined annual project value exceeding ₹10 crore and a target of 4,000+ beneficiaries per financial year.
- Lead a team of 40+ professionals across Skilling Centers covering GREEN (Solar & EV), 21st Century Life Skills, and TECH (Full Stack Development) verticals.
- Drive end-to-end program management including community mobilization, enrollment, quality training delivery, employer connect, job placements (70% placement target), and post-placement retention.
- Oversee governance, monitoring & evaluation, government partnerships, budget management, and funder reporting for assigned programs.
- Manage CSR funder visits, programmatic audits, funder calls, and narrative/impact reports aligned to each donor's requirements.
- Ensure 100% capacity utilization of Skilling Centers through structured outreach, Alumni network mobilization, and real-time MIS tracking.
- Coordinate volunteering sessions by corporate donors on life skills, industry insights, and professional development topics.
- Present master reports and program dashboards to senior management in monthly and quarterly review meetings.
- Implement SOPs, digital best practices, and industry-aligned training improvements to enhance program quality and learner outcomes.

Key Achievements

- Successfully managed ₹10+ crore CSR portfolio across 5 funders with consistent on-time delivery and 95%+ compliance ratings.

- Achieved 70%+ placement rate consistently across GREEN and TECH programs by building a robust employer partner network of 50+ companies.
- Launched and operationalized GREEN (Solar & EV) skilling vertical — a first-of-its-kind program in the region — within 3 months of mandate assignment.
- Improved center-level capacity utilization from 75% to 96% through structured mobilization drives and alumni referral campaigns.
- Led and mentored a 40+ member team across multiple geographies, improving team productivity and reducing attrition by 20%.

City Manager (Senior Manager) – Livelihood & STEM | Magic Bus India Foundation, Chennai | Apr 2022 – Mar 2023

Key Responsibilities

- Managed the largest city-level CSR livelihood portfolio with 12+ funder relationships, ₹10+ crore project value, and 10,000+ beneficiaries targeted annually.
- Led and supervised a team of 100+ professionals including Program Managers, Center Coordinators, Trainers, and Placement Officers across multiple Skilling Centers.
- Executed demand-driven batch creation through employer network building, ensuring market-relevant skill training for youth beneficiaries.
- Ensured 70%+ job placement and tracked post-placement retention through dedicated placement and career counseling teams.
- Managed government partnership deliverables, funding agency reporting, programmatic audits, and compliance across all active projects.
- Delivered timely funder reports, impact narratives, and MIS dashboards for 12+ corporate and institutional funders.
- Drove weekly program review calls, performance evaluations, and data-driven improvement initiatives across all centers.

Key Achievements

- Successfully scaled operations to serve 10,000+ youth annually — the highest city-level beneficiary count in the organization's Chennai operations.
- Maintained 12 active funder relationships simultaneously, achieving 90%+ renewal and expansion of CSR grants.
- Built and operationalized employer connect framework engaging 100+ hiring partners across sectors including IT, Retail, BFSI, Manufacturing, and Services.
- Led a 100+ member cross-functional team across 15+ skill centers, improving overall team efficiency and reducing operational attrition.
- Delivered ₹10+ crore project portfolio with full financial compliance, earning commendation from national program leadership.

Area Head – Operations | Dr. Reddy's Foundation, Chennai | Apr 2022 – Mar 2023

Key Responsibilities

- Managed operations of multiple Skilling Centers with a team of 20+ professionals, ensuring quality training delivery, student mobilization, and placement management.
- Drove 100% capacity utilisation across centers through targeted outreach, counselling, and community engagement activities.
- Oversaw academic delivery quality control, training session monitoring, placement opportunity creation, and student record management.
- Coordinated with internal and external stakeholders, conducted random audits, and maintained compliance across LMS portal updates and center-level SOPs.
- Reported daily, weekly, and monthly performance data to senior management, presenting master dashboards at review meetings.

Key Achievements

- Achieved consistent 95%+ capacity utilization across all centers under supervision, surpassing organizational benchmarks.

- Streamlined center operations through SOP-driven processes, reducing administrative errors by 30% and improving reporting turnaround time.
- Strengthened team capability through structured coaching and mentoring, resulting in improved trainer performance and placement outcomes.

Project Manager – Training & Skill Development | Emerge Vocational Skills Pvt. Ltd., Chennai | *May 2018 – Mar 2022*

Key Responsibilities

- Managed end-to-end skill development project operations including team planning, pipeline analysis, student mobilization, training delivery, and placement management.
- Led academic quality control, training session monitoring, and placement tracking across multiple program verticals.
- Updated and maintained training and placement data on SDMS portal, ensuring 100% data accuracy and regulatory compliance.
- Incorporated digital best practices and industry-standard training methodologies to improve training quality and learner employability.
- Managed internal and external stakeholder requirements, including funder reporting, government compliance, and employer partnership coordination.

Key Achievements

- Successfully managed multi-center skill development programs delivering measurable placement outcomes for 1,000+ beneficiaries annually.
- Improved team productivity through structured daily planning, pipeline tracking, and performance coaching.
- Implemented SOP-based quality control systems, reducing training delivery inconsistencies by 25% across centers.

Territory Manager – Skill Development & Training | STC Technologies Pvt. Ltd., Chennai | *Sep 2015 – May 2018*

Key Responsibilities

- Identified and established training centers across the state based on project requirements; managed state-level implementation of government-funded training programs.
- Coordinated with Sector Skill Councils, government departments, and extension workers to ensure program alignment with national skilling objectives.
- Liaised with government authorities, funding agencies, assessment agencies, and MoU partner organizations for seamless program execution and timely payments.
- Managed remote teams including project delivery at Jammu & Kashmir under the UDAAN project, ensuring targets were met from mobilization to candidate handholding.
- Maintained financial accountability and 100% compliance across project accounts in assigned region.

Key Achievements

- Created and delivered business value of ₹75 lakh per financial year through efficient project execution and stakeholder management.
- Successfully managed the UDAAN Project (J&K) remotely — a high-visibility national skilling initiative — achieving on-ground delivery targets.
- Built a state-level resource team of trainers, coordinators, and government liaisons, ensuring sustainable program delivery.

Manager – Business Development | Emerge Learning Services Pvt. Ltd. / CMTES Informatics Pvt. Ltd., Chennai | *Jul 2012 – Aug 2015*

Key Responsibilities

- Led business development, market analysis, and client outreach for skill development and vocational training programs.
- Identified delivery centers, coordinated with HR and placement agencies, government officials, and training centers for project implementation.

- Designed training and placement strategies for government-funded skill development programs; tracked competitor activities to refine program approaches.
- Managed events, recovery melas, campus and off-campus interviews, invoice generation, and payment approvals for delivery centers.

Key Achievements

- Successfully executed state-level skill development programs with consistent enrolment and placement targets achieved.
- Established a network of delivery partners and placement agencies that improved placement success rates by 20%.
- Designed and implemented structured placement strategies for trained youth, resulting in improved employer satisfaction and repeat hiring.

EDUCATION & CERTIFICATIONS

PGDCSR – Post Graduate Diploma in Corporate Social Responsibility | Indira Gandhi National Open University (IGNOU) | Pursuing

From Theory to Practice: Implementing ESG and Sustainability in Business | Indian Institute of Management (IIM) Bangalore | Completed

MBA – Human Resource Management | Annamalai University, Chidambaram | Completed

B.Tech – Information Technology | Agni College of Technology, Chennai | Completed

PROFESSIONAL CERTIFICATIONS

- Certified CSR Professional – Corporate Social Responsibility: Its Applied Aspects | HCL Foundation, New Delhi
- Certified in Introduction to ESG | Corporate Finance Institute (CFI)
- CSRD Fundamentals | CSRD Institute

CAREER IMPACT AT A GLANCE

- 14+ Years of progressive leadership in CSR, ESG, Livelihood, and Skill Development
- ₹10+ Crore CSR project portfolio managed simultaneously across multiple funders
- 12+ Corporate & Institutional funders managed concurrently with high renewal rates
- 10,000+ Youth beneficiaries impacted annually through structured skilling programs
- 100+ Member team led across multiple geographies and skilling verticals
- 70%+ Job placement rates consistently achieved across programs
- 50+ Employer and hiring partner relationships built and maintained
- GREEN, TECH, STEM, and Livelihood verticals — multi-domain program expertise