



# MICHAEL ANDERSON

Tehsildar

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## SUMMARY

Distinguished Tehsildar with extensive experience in land administration and revenue collection, demonstrating an exceptional ability to navigate complex legal frameworks. Proven track record in enhancing operational efficiency through the implementation of technology-driven solutions. Adept at managing teams and fostering collaborative environments to ensure compliance with regulatory requirements. Skilled in dispute resolution and negotiation, ensuring equitable outcomes for all stakeholders.

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## WORK EXPERIENCE

### Tehsildar District Revenue Office

Jan 2023 - Present

- Managed land revenue assessments and ensured timely collection.
- Implemented digital record-keeping systems to enhance transparency.
- Coordinated with local authorities to resolve land disputes.
- Conducted awareness programs on land rights and revenue laws.
- Analyzed revenue data to forecast trends and improve collection strategies.
- Supervised a team of revenue officers, promoting professional development.

### Assistant Tehsildar Sub-Divisional Office

Jan 2020 - Dec 2022

- Assisted in the preparation of land acquisition reports for government projects.
  - Facilitated the issuance of land records and certificates.
  - Engaged with community members to address grievances regarding land issues.
  - Maintained accurate land registers and updated records regularly.
  - Contributed to policy formulation regarding land use and management.
  - Provided training to junior staff on revenue collection processes.
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## EDUCATION

### Master of Arts in Public Administration, University of Delhi

Sep 2019 - Oct 2020

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## ADDITIONAL INFORMATION

- **Technical Skills:** land administration, revenue collection, dispute resolution, team management, data analysis, public engagement
- **Awards/Activities:** Increased land revenue collection by 25% in the last fiscal year.
- **Awards/Activities:** Recognized for excellence in public service by the State Government.
- **Awards/Activities:** Successfully mediated over 100 land disputes, ensuring fair resolutions.
- **Languages:** English, Spanish, French