**N THIRUPATHI**

**Ph No: 9491566266**,

E-mail:narmetathirupathi143@gmail.com

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**CAREER OBJECTIVE:**

 To secure a challenging position in a reputable organization to expand my learnings, knowledge and to fully utilize my training skills, while making a significant contribution to the success of the company.

**COMPUTER SKILLS:**

 [MSOffice](https://zety.com/blog/microsoft-office-skills)**, Google Drive, Spread sheets, Email, Presentations / Slideshows and Social Media.**

**PROFESSIONAL QUALIFICATIONS:**

 ****MBA (HR) **–** 2009 - HR from Osmania University **–**Siddipet.****

****B.Ed (Maths) - 2005 - From Kakatiya University**–**Janagoan.

 ****B.Sc (MPC) - 2002 - From Osmania University **–** Gajwel.

 ****Intermediate with MPC **–** 1998 **–** Board of Intermediate **–** Siddpet.

 ****SSC **–** 1996 - Board of Secondary Education - Sirsanagandla.

**PROFESSIONAL WORK EXPERIENCE:**

* ***M/s. DISTRICT WELFARE OFFICE******Sep ‘2017 – Till Date.***
* Establish and maintain relationships with all.
* Capacity building.
* Ensure that all projects are delivered on-time, within scope and within budget.
* Coordinate internal resources and third parties/vendors.
* Develop a detailed project plan to monitor and track progress.
* Measure project performance using appropriate tools and techniques.
* Report and escalate to Commissioner, WD&CW.
* Manage the relationship with the client and all stakeholders.
* Create and maintain comprehensive project documentation.
* Track project performance.
* Use and continually develop leadership skills.
* Attend conferences and training as required to maintain proficiency.
* Develop spread sheets, diagrams and process maps to document needs.
* Perform other related duties as assigned.
* ***M/s. Hasvita Institute of Engineering & Technology, Keesara.***

 ***Aug’ 2015 – Sep ‘2017.***

**ADMINISTRATIVE OFFICER:**

* Employee relations.
* Capacity building.
* Performance management.
* Liaisonworks and Accounts.
* Attendance management.
* Supervision and administration.
* All administrative works and University related works.
* Logging and managing issues in the E-Pass.
* Providing general college application support and Monitor.
* Budget and Salaries.
* Any other tasks that may be assigned by the Director and Secretary.****
* ***M/s. District Water Management Agency (Rural Development Dept)***

***Nov’ 2010 – Aug’ 2015***

**HR MANAGER:**

* Employee relations and Capacity building.
* Mobilization and Monitoring.
* Disciplinary actions and Performance management.
* Teamwork and collaboration.
* Attendance management.
* Accounts and Welfare.
* Supervision and administration.
* EPF and Departmental related matters.
* HR Grievances and Establishments.
* Any other tasks that may be assigned by the Project Director and District Collector.

**PERSONAL INFORMATION**:

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| **·** | Residential Address | : Adarsha Nagar Colony, Uppal, Medchal District. |
| **·** | Date Of Birth | : 05 **-** August -1981 |
| **·** | Nationality | : Indian |
| **·** | Marital Status | : Married |
| **·** | Languages Known | : Telugu, English and Hindi |

**DECLARATION**:

 I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Uppal,

Date: 18.12.2020 (N.THIRUPATHI)