

# Rayapati Nagarjuna

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## Professional Experience

### Senior Project Manager:

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**Skill Team Solutions Pvt. Ltd., Hyderabad, Telangana**

**Nov 2022 – Present**

#### **Roles and Responsibilities:**

- Leading pan-India skill development initiatives across Telangana, Andhra Pradesh, Maharashtra, Odisha, Jharkhand, Tamil Nadu, and Karnataka under key government and CSR schemes including central/state-supported skilling projects.
- Managing complete project cycles—mobilization, training, assessment, certification, and placement—across multiple operational states.
- Coordinating with local government bodies, district administrations, municipal offices, and corporate CSR departments for effective implementation and outreach.
- Building and sustaining strong partnerships with industry leaders. such as Tata, ONGC, etc., ensuring successful CSR alignment and reporting.
- Supervising cross-functional teams including Project Co Ordinator's, Branch Managers, Trainers, MIS teams, Placement Coordinators, and all regional staff.
- Ensuring full compliance with NSDC, SSC, and client SOPs, conducting regular audits, inspections, and documentation checks.
- Driving strategic expansion through MoUs, proposal development, donor communications, and scaling partnerships with government and private stakeholders.
- Representing the organization at review meetings, skill summits, state-level workshops, and CSR roundtables.
- Monitoring project finances, preparing Basic utilization reports, ensuring on-time fund use, and managing impact reporting for both public and private partners.

### Centre Manager

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**Datapro Computers Pvt. Ltd. - Hyderabad, Telangana**

**Apr 2018 – Nov 2022**

#### **Roles and Responsibilities:**

- Managed the full-fledged operations of the skill training center implementing multiple government and private programs such as: PMKVY 2.0 & 3.0, MEPMA, MANAS, DDU-GKY, SAK, RPL, TASK, MOMA, SC Corporation Skill Projects, and Paid Courses like DCA and TALLY.
- Handled batch scheduling, candidate mobilization, counselling, admissions, and onboarding under both free and paid modules.
- Supervised a multidisciplinary team including trainers, mobilizers, MIS executives, placement officers, and admin staff, ensuring smooth daily operations.
- Ensured training quality and syllabus delivery in alignment with NSQF, scheme-specific SOPs, and industry standards.

- Coordinated with external agencies and departments for assessment planning, certification, inspections, and documentation audits.
- Monitored student attendance, biometric validations, progress tracking, and ensured portal data accuracy for schemes like PMKVY, DDU-GKY, MEPMA, MANAS, DDU-GKY, SAK, RPL, TASK, MOMA, SC Corporation Skill Projects etc.
- Organized job drives, campus interviews, and employer engagement activities for achieving placement targets.
- Maintained center-level compliance including branding, infrastructure audits, safety protocols, and grievance redressal.
- Managed fee collections and documentation for paid courses, ensuring customer satisfaction and repeat admissions.
- Conducted community-level mobilization campaigns, local outreach programs, and parent counselling sessions to boost enrolments and retention.

## Centre Manager

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**ICA Edu Skills Pvt. Ltd. Nalgonda, Telangana**

**Aug 2017 – Feb 2018**

### **Roles and Responsibilities:**

- Managed complete branch-level operations for the DDU-GKY (Deen Dayal Upadhyaya Grameen Kaushalya Yojana) project only including mobilization, candidate onboarding, training, assessments, certification, and placement support.
- Ensured compliance with all DDU-GKY SOPs, portal data entry (Kaushal Bharat), and documentation standards as mandated by the Ministry of Rural Development.
- Coordinated with District Project Management Units (DPMUs), Sector Skill Councils (SSCs), and assessment agencies for operational approvals and smooth execution.
- Led a team of mobilizers, trainers, MIS executives, and placement officers, ensuring accountability and timely target achievement.
- Oversaw biometric attendance, daily progress reporting, and ensured training quality as per NSQF-aligned curriculum.
- Organized placement drives, industry connect sessions, and employer outreach activities to meet post-training employment mandates.
- Maintained accurate center records, audit readiness, and fund utilization documentation, ensuring transparent reporting to state and central agencies.

## Assistant Centre Manager

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**MNR Knowledge Trust, Hyderabad, Telangana**

**Apr 2015 – Jul 2017**

### **Roles and Responsibilities:**

- Assisted in daily operations of training programs and academic support functions.
- Coordinated trainer schedules, classroom logistics, and student records.
- Supported internal audits, reporting, and compliance activities.
- Handled basic administrative tasks, documentation, and staff coordination.
- Handled student grievances, dropout interventions, and provided support for career counseling and job readiness.

## Web Associate

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**Health and Wellness, Ameerpet**

**Feb 2014 – Mar 2015**

### **Roles and Responsibilities:**

- Designed and maintained HTML/CSS-based web pages, ensuring functional layouts and mobile-friendly user interfaces.
- Created and edited web banners, service pages, image sliders, and landing pages using basic design tools. Performed website content updates, including uploading health packages, wellness articles, and video content to the CMS.
- Handled Word processing tasks such as preparing formatted documents, course material, service brochures, and health tips in MS Word and PDF formats.
- Ensured daily website backups, link checks, file uploads, and regular content refresh for SEO optimization. Coordinated with content creators, doctors, and designers for timely publishing of health-related blogs and multimedia.
- Monitored site functionality and uptime, escalating technical issues to the hosting team when needed, supported online engagement by updating feedback forms, inquiry pages, and user interaction elements.

## Data Processing Executive

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**SIS InfoTech Pvt. Ltd., Banjara Hills**

**Mar 2012 – Jan 2014**

### **Roles and Responsibilities:**

- Created, formatted, and processed professional documents in MS Word, including client profiles, service proposals, and business reports.
- Conducted market research analysis, compiled insights, and developed detailed analytical reports with summaries and trends.
- Prepared company portfolio reports, highlighting core services, project strengths, and industry position using structured templates and infographics.
- Developed financial status summaries for client companies by compiling revenue data, expenditure breakdowns, and profitability trends.
- Utilized MS Excel, PowerPoint, and basic data visualization tools to present complex information through charts, graphs, dashboards, and tabular summaries.
- Created graphical business presentations and performance summaries for internal stakeholders and external partners.
- Maintained digital documentation, ensured accuracy of reports, and supported the archiving and retrieval of critical business documents.

## Academic Circles

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B.Tech (CS & IT)

JNTU Hyderabad

## Technical Knowledge

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- Project Management & Reporting Tools: Power BI, MS Excel (Advanced), Trello, Jira, Asana, Google Workspace, and Microsoft Teams for project tracking, data visualization, and performance monitoring.
- Data & Documentation Tools: Kaushal Bharat Portal, SIP, CSR Dashboards, and MIS reporting systems for project data entry, compliance, and analysis.
- IT & Networking Skills: Completed Hardware and Networking Certification with hands-on knowledge in CCNA fundamentals, LAN/WAN setup, IP configuration, routing concepts, and network troubleshooting.
- Operating Systems: Windows, Linux, and Ubuntu.
- Office Productivity: MS Office Suite (Word, Excel, PowerPoint, Outlook) for documentation, reports, and presentations.

## Language skills

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English, Hindi and Telugu, Broken Tamil

## Personal Vitae

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Address : NR INFRA ULTIMAS,  
Beeramguda, Lingumpalli ,  
Hyderabad.

Date of Birth : 31st Mar 1984

Marital Status : Married