

## BIO DATA

1	Name	Ramadevi.R
2	Name of the Husband	Nagaraju.R
3	Date of Birth	01-07-1968
4	Education Qualification	M.A
5	Addl.Qualifications	Shorthand Senior Grade (English).
		Computer knowledge –Word, Excel & Power Point (M.S.Office-7V,8V,9V,10V,12V)
		Senior English Typing
		Senior Telugu Typing and Stenographer
6	Skills/Capacities	<ul style="list-style-type: none"> <li>- Project Accounts statements Preparation (NABARD &amp; MYRADA).</li> <li>- Developing rapport with concerned Depts.</li> <li>- Staff Co-Ordination</li> <li>- Letters correspondence &amp; communications.</li> <li>- Collecting and compiling data</li> <li>- Preparing Annual Reports</li> <li>- Developing need based formats required for data compiling.</li> <li>- Field Visits observations</li> <li>- Analysing Data</li> <li>- Project Proposals preparation</li> <li>- Case Studies preparation</li> </ul>
7	Permanent Address	Ramadevi w/o Nagaraj, Sri Rangaswamy Nilaya, Opp.Banashankari Temple, Banashankari Lay Out, Behind Housing Board NH4 CHITRADURGA 577 501
8	Contact Number	9731347485 ( Self) 9901946616 (Husband)
9	e-mail address	<a href="mailto:Ramadevisai77@gmail.com">Ramadevisai77@gmail.com</a>
10	Experience	a) 20 years of experience in Non Govt. organization as Translator,

		Admn.Secretary & Documentation Officer – MYRADA at Sira, Madakasira, Challakere & Chitradurga.
		b) 3 years and 6 months of experience as Project Co-Ordinator in Non Govt. organization- GRAMA, Challakere & Chitradurga
		c) 1 year of experience as Incharge in SPANDANA organization, Hosadurga.
		d) 2 years of experience as Documentation Officer in Dist.Congress Committee
		e) 1 Year and 9 months of experience as Documentation Officer in Karnataka State Finance Corporation (KSFC).
		f) 1 Year of experience as Co-Ordinator in DONBOSCO
11	Trainings attended	<ul style="list-style-type: none"> <li>- SHG concept</li> <li>- Leadership</li> <li>- Conflict Resolution</li> <li>- Book Keeping</li> <li>- Gender</li> <li>- Women Empowerment</li> <li>- Watershed Management/Soil &amp; Water Conservation Activities</li> <li>- Watershed Activities Feasibility Net Plan Preparation</li> <li>- Documentation, Preparation of Case Studies etc.,</li> <li>- Child Rights, Human Rights &amp; Acts.</li> </ul>
12	Languages known	English, Kannada and Telugu

## WORK EXPERIENCE

I. Worked as a *Project Co-Ordinator* in GRAMA NGO for 3.5 years and effectively made success of the NABARD Watershed Projects (Sanikere, Gopanahalli & Beerawaranala Watershed Projects). As a Project Co-ordinator gained capacities how to co-ordinate staff and how to extract work from them. During the tenure handled various responsibilities like :

- Co-Ordinating Watershed Management/Land treatment activities along with crop demonstrations, Forestry & Horticulture plantation, Income Generating Programmes, Community Organization activities, conducting technical trainings to the farmers etc with the help of field/ technical staff.
- Conducted Field survey to assess the feasibility of taking soil & water conservation activities.
- Compiled data and submitting the Net Plans/Action Plan to the Donors/NABARD to get approval.
- Attended the meetings called by Donors.
- Implemented the targeted activities according to the Action Plan and efforts made for the completion of the project within the stipulated time with quality and quantity.
- Attended field visits along with technical Officers (Civil Engineers) to ensure quality and maintained transparency in making labour payments.
- Updation of Books of Accounts at Organization and field level ensured.
- Attended Donors periodical Monitoring visits and responding the Compliance Report.

- Conducted Trainings and Exposures at Field level.
- Monitoring the community organizing activities at field level like conducting Self Help Groups meetings, trainings, Committee Meetings, Farmers Groups meetings, Gramasabhas etc.
- Submitting the Monthly/Quarterly Reports.
- Mobilizing additional watershed projects.
- Convergence/Lobbying with funding agencies to mobilize funds.
- Mobilized funds from NABARD about Rs.3 crores.
- Effectively involved in planning, implementing and monitoring the project activities to make success of the projects.

II. Worked as an *In-charge Officer* of Non Govt. Organization, SPANDANA NGO, Hosadurga, Chitradurga Taluk. Apart from the above mentioned activities, handled other health related projects supported by different Donors. Prepared annual Reports. Besides to this, proposals prepared and submitted for fund mobilization from different donors. Mobilized about Rs.3 crores from NABARD, B'lore.

III. Worked as a *Documentation Officer and other capacities* for 20 years in a Non Govt Organization called MYRADA, Chitradurga. Handled Letters correspondence, communications, collecting data, consolidating and submitting the accurate data to the concerned Depts. Attended many meetings, Audio Conferences, Committee meetings, field visits etc.

As a LNGO Documentation Officer in Sujala Watershed Project, World Bank Associated collected data from 14 NGOs, compiled and submitted to the Head Office for seven years (three phases). Developed case

studies. Prepared Annual reports. Ensured updation of Books of Accounts at office and field level. In addition to the above I have experience as Administration Secretary and Translator in MYRADA NGO.

IV. In District Congress Committee (DCC) Office, Chitradurga attended letters correspondence in English & Kannada at AICC, KPCC, DCC and BCC level.

As a Co-Ordinator of various projects in different NGOs I have gained knowledge in making awareness of the programme among concerned stakeholders, building rapport with Line Departments, effective communication, timely updation of the records & submission to the concerned authorities, progress follow up according to the action plan and so on.

**Trainings attended :**

- Various Watershed related technical trainings.
- TOT on PTM (Participatory Management Methodology) in the context of SHGs & SHG Federations from 2 – 7<sup>th</sup> July 2007 conducted by AP-MAS, Hyderabad.
- Training programme on Women Development - Role of NGOs & CBOs from 8 – 13<sup>th</sup> Mar 2004 conducted by NIRD, Hyderabad.
- Computer Courses - M.S Word, Excel, Power Point etc., from 20.10.96 to 02.11.2006 conducted by Info Point, Bangalore.
- Computer Courses - M.S Word, Excel, Power Point etc., from 30.11.98 to 05.12.98 conducted by Info Point, Bangalore
- As LINGO Documentation Officer during Sujala Project period EAP & EDP trainings attended conducted by RUDSETI.
- M & E (Monitoring & Evaluation) Systems, maintenance of data .
- Training on Total Sanitation Programme attended.

- Training on Right to Information Act attended.
- Training Package :
  - a) Leadership
  - b) Decision Making
  - c) Conflict Resolution attended.
- Exposures, Workshops and meetings attended during Sujala & NABARD WDF Watershed Project period
- As a Documentation Officer Field visits made and observation notes prepared on the functionality of Self Help Groups, Area Groups and Executive Committees. Case Studies developed. Payment procedures verified and documented.

#### **Detailed Tasks Assigned:**

- Preparing Budget Plans, forwarding to the funding donors.
- Implementing, monitoring and co-ordinating the work in the field
- Guiding the field staff to ensure the work according to the project guidelines
- Conducting trainings & exposures
- Finding donors and mobilizing funds to the organization.
- Collecting and compiling information/data/reports.
- Feeding, consolidation and Analyzing data.
- Monitoring documentation in the field and preparing impact studies.
- Developing Case Studies.
- Preparation of periodical reports and submitting the same to the concerned.
- CBOs assessments & evaluations.

- Supporting the staff with necessary data collection and reporting formats.
- Office Administration correspondence.
- Maintenance of staff personal records
- Computer operation
- Helping with Data feeding
- Up keep of office documents.

### **Key Qualifications:**

#### **Worked as a Project Co-Ordinator:**

Handled 3 Watershed Projects supported by NABARD-WDF. Having experience in planning, implementing and monitoring of the projects fulfilled the responsibilities upto the level. Ensured timely Correspondance and communications with the concerned Officers and Departments. Planned activities on priority basis and given intense follow up to them accordingly. Efficiently co-ordinated the staff in implementing the allocated project works.

**Programme Officer :** Extended efforts to mobilize the projects to the organization. Mobilized Watershed project under NABARD WDF. Proposals prepared for Link Workers Programme – KSAPS, Tribal Development Programme, Raitha Samparka Kendra, Organic farming programmes etc.

From 1988 working with MYRADA Organization.

**Worked as Documentation Officer** in Sujala Watershed Project, World Bank supported representing MYRADA- Lead NGO. As a Documentation Officer able to manage the assigned responsibilities with independent ability. Has good experience in report compilation and timely submission of the required information. As LNGO Documentation Officer had good rapport with 14 Field NGOs, IGA specialist NGOs, DWDO Department Officials, WDA officials at state level and ME & L Team.

During the Sujala Project period various meetings, trainings, exposures, workshops, field visits, interactions attended are enabled me to fulfill the entrusted responsibilities effectively.

**Attended Trainings and Workshops conducted by NABARD for WDF CBP Watershed Projects and Cluster Development Programme :**

A workshop conducted by NABARD from 9<sup>th</sup> to 11<sup>th</sup> August 2007 at BAIF Tiptur attended.

Involved in the discussion of Planning, Implementation strategies, preparation of action plans and preparation of Micro Plans. Under Cluster Development Programme Farm Development Activities, Income Generating Activities, Women Development Activities, Community Development Activities and Soil & Water Conservation Activities provided for 2000 families covering Vulnerable, poorest and poor people. In addition to this Revolving Fund assistance will be provided for creating individual productive assets/livelihood support activities for vulnerable groups.

As a Documentation Officer, Micro Plan planned, prepared and submitted to NABARD and it is approved.

A Workshop conducted by NABARD from 6<sup>th</sup> to 8<sup>th</sup> August 2007 at H.D.Kote, Mysore District attended. Involved in the discussions on how to prepare a proposal for CBP ( Capacity Building Phase). Exposures, Shramadanas and Gramasabhas are attended. Field visits done. Formation of VWC, preparing development plans with different types of treatments like bunding, trenches, gully plugs, farm ponds etc Proposal prepared for 717 Hectors of Basappanahalla watershed at Nayakanahatti area and submitted to NABARD.

Field visits made to WDF Project taken at Aimangala area – Vaddikeranala watershed.

As a Secretary gained efficiency in office administration, Computer operation. Maintaining documents, Letter correspondence, Reports, Store keeping, Library Maintenance etc.

Translation works improved the efficiency in handling different languages and good communication skills.



Accounts related documentation also was experienced.

**Education:**

<b>Year</b>	<b>Qualification</b>	<b>Name of the Institution</b>	<b>Location</b>
1982	S.S.L.C	Guild Of Service Girls High School	Anantapur
1984	PUC	Sri Sathya Sai Arts & Science College for Women	Anantapur
1987	B.A	Arts College	Anantapur
2008	M.A	Kuvempu University	Shimogga
1991	English Shorthand Junior, Intermediate & Senior	Institute of Commerce	Thumakur
1986	English Type writing Higher	Mamatha Institute	Anantapur
1988	Telugu Type Writing Higher	Zilani Institute	Anantapur

**Employment Record:**

<b>Sl #</b>	<b>Position Held</b>	<b>Period</b>	<b>Employing organization</b>	<b>Location of Assignment</b>	<b>Activity Performed</b>
1	Project Co-Ordnator	2016-2017	DONBOSCO	Chithradurga	CREAM (Child Rights Education & Action Movement Prog) Implementation. Staff work follow up (16 Staff), rapport with various Govt.Depts,

					creating awareness among stakeholders about Child Rights & Acts, Documentation-sending timely reports required by Head Office.
2	Documentation Officer	2014-15	KSFC (Karnataka State Finance Corporation)	Chithradurga	All Bank Correspondance related to letters, proposals, settlements etc.,
3	Documentation Officer	2013-2014	Dist Congress Committee	Chithradurga	Letters correspondence at Village, Taluk, District, State & National level with Congress Leaders.
4	Organization Incharge	2012-2013	SPANDANA	Hosadurga, Chithradurga Dist.	Planning, implementing and monitoring the NABARD watershed projects.
5	Project Ordinator Co-cum Programme Officer	2008 - 2011	GRAMA	Chithradurga	Planning, implementing and monitoring the NABARD watershed projects  Mobilizing programmes to the organization.
6	Documentation Officer	2003 - 2008	MYRADA	Chithradurga	-Collecting information/data/reports.

					<p>-Feeding, consolidation and Analyzing data.</p> <p>-Monitoring documentation and preparing impact studies.</p> <p>- Preparation of periodical reports and reach the same to the concerned.</p> <p>- Supporting the staff with necessary data collection and reporting formats.</p>
7	Secretary	July 2001	MYRADA	Chitradurga	Office Administration, Computer operation, Library maintenance,
8	Secretary	1993	MYRADA	Challakere	----- do-----
9	Secretary	1991	MYRADA/ PLAN Madakasira	Gudibande	----- do-----
10.	Typist	1989	MYRADA/ PLAN	Sira	DSD (Typing Work)
11	Translator	1988	MYRADA/ PLAN	Sira	Translating the FP letters from Telugu, Kannada to English.

**Languages:**

*For each language indicate proficiency: excellent, good, fair or poor; in speaking, reading and writing)*

<b>Languages</b>	<b>Speak</b>	<b>Write</b>	<b>Read</b>
English	Good	Good	Good
Kannada	Good	Fair	Good
Telugu	Good	Good	Good
Hindi	-	Good	Good

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Date:** 24th April 2017

(RAMA DEVI)