

MURALIDHAR ATCHULA

Objective :

Looking forward for a challenging career in the field of Management in a progressive Developmental organization, which offers Opportunities for continuous growth in Social Development and where I can contribute my best and become a Good Social Entrepreneur.

Academic Qualification :

- ◆ **B.COM** (1994)
(43 % Aggregate)
With Second language Hindi
Osmania University (External Studies)
Hyderabad.
- ◆ **DIPLOMA STUDENT in HRD**
Training & Development – post
Graduate Diploma Course-Passed
HRD subject in First Group.
Distance Education
India Society Training & Development
New Delhi

Technical Qualification :

- ◆ **Higher Grade Typewriting (English)** – passed with 51% from State Board of Technical Education & Training, Government of Andhra Pradesh, Hyderabad.

Areas of Interest :

- ◆ Improve and utilize Human Resources effectively & efficiently.
- ◆ Dedicate Service with commitment for Social Development.
- ◆ Research work on P.R.A. Methodology & Networking.
- ◆ Environment Education for Children & Women at their door step.
- ◆ Promote Self Help Activities through Education & Training.
- ◆ Education on Quality of Life.
- ◆ Interest to set up permanent Institutional structure to Panchavati Rural Development Society (P.R.D.S – A grass-root NGO).

Specialization & Expertise :

- ◆ Using Participatory Rural Appraisal (P.R.A.) Concepts and to identify the inherent talents of people for effective implementation of their projects / programmes
- ◆ Create friendly Environment at work and utilize the Human Resource efficiently for the Social Development.
- ◆ Management Information System.

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Major achievements in my career :

- ◆ During my career path since 1990 I improved in Communication skills, Able to Listen, write, maintain, prepare all type of Accounts, Financial Statements, project reports & implemented various social development projects and managed Field & administrative works efficiently. Established a Society under the banner of “Panchavati Rural Development Society” on 19th September, 1994.

Present Occupation :

- ◆ Since 1990 Working as a **Consultant cum Financial Advisor for M/s.Kalakriti (an interior designer & Art works Firm, Banjara Hills, Hyderabad.** The work includes preparation of financial accounts and filling of Income Tax returns to respective department.
- ◆ Since 1990 Working as a **Consultant cum Financial Advisor for M/s Development Perspectives, an Education & Social Films Firm, Begumpet, Hyderabad.** The work includes Administration & preparation of financial accounts and filing of Income Tax Returns to respective department.
- ◆ Working as a **Honorary Advisor & Secretary in the Panchavati Rural Development Society, a grass-root Voluntary Organisation** situated at Amberpet,Hyderabad-500013 Since 19-9-94 & April, 2000 onwards respectively.
- ◆ Working as National Environment Awareness Campaign (NEAC) District Observer & Resource Person for Hyderabad & Medak Districts under the programme of NEAC of Ministry of Environment & Forests, New Delhi through Regional Resource Agency – Deccan Development Society (DDS), Hyderabad.

WORK EXPERIENCE :

- ◆ Worked from 9/2000 to 7/2001 : Worked as Junior Personnel Officer in Eastern Power Distribution Company of A.P. Limited, Visakhapatnam.
- ◆ From June 1993 to 8/2000 : Worked as a Typist in Andhra Pradesh State Electricity Board, Vidyut Soudha, Hyderabad – 500082.
- ◆ From 1996 to 7/2000 : Worked in various capacities such as Financial Controller, Treasurer in a Confederation of Voluntary Organization (COVA) a reputed Voluntary Communal Harmony Networking organization situated at Charminar, Hyderabad – 500002. The works includes the training to accounts staff, and internal audit and evaluation of the work performance of staff as well as analysis of financial statements.
- ◆ From 1997 to 1999 : Worked as a Consultant for **M/s.Swayamkrishi Sangham** a grass root voluntary organization and internationally recognized by World Bank on the development of smart Card approach for Micro finance for Rural poverty Allievation Initiative in Medak District.

◆ From 1978 to 1993 : Since 1978 I worked in different capacities very closely with Private Firms, Voluntary organizations and attended various Environmental Education & Literacy programmes as a Resource person, Sales & Income Tax Consultant, Financial Controller, Internal Auditor, Accountant, Coordinator – Projects, Advisory member etc. of the following Firms/Voluntary organisations :

- ◆ M/s.Manyam Engineering Company, Hyderabad.(An Engineering company)
- ◆ M/s.Manyam Construction Company, Hyderabad.(A construction company)
- ◆ M/s.Bhagyanagar Constructions Private Limited, Hyderabad
(Multi storied construction company)
- ◆ M/s.Beena Roadlines Private Limited, Hyderabad (Road Transport company)
- ◆ M/s.Happy Home Private Limited, Hyderabad (A furniture mfg. company)
- ◆ M/s.Yuvabharathi, Hyderabad. (A literature, social & cultural Organisation)
- ◆ M/s.Mahila Sahayog Society, Hyderabad. (A skills & social devp.Orgn)
- ◆ M/s.Anveshi ResearchCentre for Women’s Studies,Hyderabad.(A research NGO)
- ◆ M/s.Deccan Development Society (A grass root NGO), Hyderabad.

And also the work included Networking between different NGOs in Andhra Pradesh, Co-ordinating Workshops, Seminars, Awareness programmes and take care of Financial & Administration and Project Management in respective companies etc.

Apart from the above I can handle Independently & efficiently on the following Departments :

ADMINISTRATION :

- ◆ *Able to in-depth study on the Administration pattern / existing system and utilize the Man power efficiently up to the mark of Management.*
- ◆ *Proper trainings & guidance to staff in respective field of Budgets, Projects preparation, Accounts Department, Project and Administration staff (Personnel Department) for effective implementation of the project/s.*
- ◆ *Sufficient Knowledge on monitoring and evaluation works and assess the work performance of the staff through Annual Appraisal Reports.*
- ◆ *Coordination & sincere support to Higher officials at all aspects.*
- ◆ *Able to work networking & coordination activities.*

FINANCIAL MANAGEMENT

- ◆ *Preparation of Trial Balance of the organization.*
- ◆ *Internal Audit works and periodical checkups.*
- ◆ *Preparation of Receipts and payments account.*

- ◆ *Preparation of Income and Expenditure account.*
- ◆ *Preparation of Balance Sheet.*
- ◆ *Preparation and arrangement for Audit work by Chartered Accountant.*
- ◆ *Preparation of Financial Reports and follow up with Income Tax department works.*
- ◆ *Preparation of accounts for Foreign Contribution Regulation Act Purpose which is necessary for under FCRA and submit the statements to Ministry of Home Affairs, New Delhi under prescribed formats and coordinate to Auditors in finalization of accounts.*
- ◆ *Capacity to get it done in time the Audit statements and reports.*
- ◆ *Training to accounts staff on the Financial management.*
- ◆ *Able to prepare the Cash flow and Funds Requirement statement etc.*

ADDITIONAL SKILLS ATTAINED :

- ◆ *Recognised and Acted as P.R.A. Techniques Resource person :*
- ◆ *Trained more than 120 ICDS supervisors and 40 Anganwadi Sector and appreciated by Higher Officials in the College of Home Sciences, Hyderabad; Acharya N.G. Ranga Agricultural University, Rajendranagar, Hyderabad and ICDS wing in Women & Child Development Department, Government of Andhra Pradesh, Hyderabad.*
- ◆ *Trained more than 30 NGOs representatives on Financial management and Project preparation organized by COVA in October, 1996.*
- ◆ *Under went 5 days training and awarded a certificate in recognition of Successful completion of “YOU-THE WINNER & NEURO LINGUISTIC PROGRAMMING-A P personality development & Action Plan for Success” conducted by M/s Warlu’s Institute of Success Education, Hyderabad-44.*

PUBLICATION brought under my leadership in P.R.D.S

- ◆ *A small size booklets and monthly magazine (Panchavati Paryavaran Maasa Patrika) brought in P.R.D.S. as a resource material emphasize on Nutrition, Adolescent & Child Health Education, plastic carry bags, Waste management and Medicinal plants. The whole idea is to bring an attitude and behavioural change among the people and understand the necessity and importance to live for Quality instead of mechanical life.*

- ◆ *APPRECIATION letter from STASTE BANK OF INDIA, Local Head office, koti, Hyderabad in 1997 is received on the occasion of programme held on Environmental Education for Teachers in Amberpet Mandal, Hyderabad.*

FOREIGN TOUR :

- ◆ *Participated as a delegate on behalf of Panchavati Rural Development Society, Hyderabad in a International Dialogue on Commonwealth Poverty Allievation programme held from July 29 to August 10,2001 at Dhaka, Bangladesh organized by Grameen is to share and gain the knowledge on “Free Poverty World” and an opportunity to in depth study and understand on Poverty allievation through Micro Credit Assistance which is replicated by them in various countries.*

HOBBIES :

- ◆ *Reading Success stories in NGOs sector, Music and Help & Empower the poor.*

Knowledge in Computer Proficiency:

- ◆ *Attended Corporate training in APSEB for short term course i.e Lotus, Wordstar, MS-Dos and Word perfect & MS-Office packages..*
◆ *Operating System : Dos, Windows 95 & 98.*
◆ *Internet Access & Knowledge..*

Personal Details :

- ◆ *Data of Birth* :15th June, 1957.
◆ *Language known* :English(1,r,w,s), Hindi (1,r,w,s), Telugu (1,r,w,s)
1 – listen ; r – read; w – write; s – speak
◆ *Nationality* :Hindu – Indian
◆ *Dependents* :A.Manorama :48yrs. Wife
A.Baby Jyothisree :20yrs Daughter (studying BE/3rd)
A.Vedavalli :18yrs Daughter (B.A. -2nd year)
A.Dharani :15yrs Daughter.(Inter class)

Contact Address : Communication Address :

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References ;

- * Dr.Vithal Rajan,
Founder & Advisor : Deccan Development Society (DDS) &
Confederation of Voluntary Assciations (COVA)
H.No.3/1, Block Secunderabad. Andhra Pradesh, India. Tel. (040) 27172884
- * P.V.Satheesh,
Director – Deccan Development Society

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