

The area of social welfare is often neglected or overlooked by the educated youth of this world; however, working in this area can be the most fulfilling and challenging opportunity of one's life. Addressing various social welfare issues takes a lot of hard work, innovation and dedication, and this is something that has always attracted my attention and encouraged me to pursue a career in this field. I have worked hard at developing my skill set in this field and have now reached a level where I can successfully manage large teams, manage large amounts of funds, and coordinate between several government agencies at once.

I began my career as an intern at the Arghyam Foundation, Anantapur, where I analyzed the role of social capital in participatory groundwater management. My responsibilities included designing the research process for analyzing social participation in this initiative and serving as a medium of communication between Azim Premji University, Arghyam, and WASSAN. This was the much-needed platform for me to venture out in the field of public service. I learnt how to effectively coordinate my project and its outcomes while reporting to three different organizations at the same time.

From here, I moved on to serve as a Research Associate at the Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis, Bhopal. In this role, I performed comparisons for various policies at the national and international levels, provided explanations for gaps in the data, and provided well-researched suggestions for further research in the relevant areas. In this role, I searched for and analyzed loads of data, did a systematic elimination and listed down the relevant points, and compiled an extensive report based on the project requirements. I was able to hone my skills in large-volume data search and analysis, and this skill has proved very useful to me in my current responsibilities.

My current position as the Project Manager at Tata Trusts' Habitat and Urban Poverty Alleviation Centre at Varanasi has been both challenging and power packed. In a short period of time, I have contributed in several key areas to my company. I have created an Android app-based system and a data-based model online monitoring mechanism to develop an attendance model for 4000 ground level sanitation workers. This project saw an increase in the attendance of staff from 36% to 80% within just one week of implementation. I have managed the expenditure of CSR funds for Swachh Bharat Mission - Urban, prepared and conducted surveys, and built effective monitoring and reporting models. I have been appreciated for my punctuality in providing results, team coordination abilities, and providing creative solutions to problems.

I have worked closely with the state government and the municipal corporation for my current role, especially in the running of 3 Waste to Energy plants within a period of 15 days. I have systematically divided project activities and outsourced them to capable team members. I have played an important role in improving coordination between government agencies, NGOs, and community groups. I have actively participated in development of projects by identifying the project risks and suggesting alternative solutions. I have invented the concept of War Rooms, which allows for effective administrative execution of various programmes, and this has been accepted at all my workplaces.

In my current job, I have prepared a number of reports and documents for various purposes. I have drafted agreement renewal and termination letters on behalf of the Municipal Commissioner, compiled data-based governance reports related to e-governance, and prepared periodic reports outlining the project outcomes. I have also become familiar with processes such

as bidding and tender, DPR, MOU, and Corrigendum. I have conducted a number of training and capacity building workshops where I delivered training on better service delivery, skills development, project development, and social and cultural adaptation.

For quite a while now, I have been following the developments of your organization and I deeply appreciate the efforts undertaken by your team in various areas of social welfare. I also recognize that various projects currently ongoing in your organization will play a pivotal role in improving the quality of life of hundreds of thousands of citizens. I believe that through my education and work experience in the field of social welfare, I will be able to contribute to your current and future projects. I am confident that through my skills in the area of policy development and project execution, I will be able to help your organization achieve its current and future objectives. I also see your organization as a place where I will get an opportunity to work with a vibrant cross-cultural team and develop my core competencies by participating in your projects.