

NATHI MURALI

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PROFILE SUMMARY

A competent professional with experience in Project planning, scoping, agile management, Quality Control, Quality assurance, Operations and process improvement by working with cross-functional teams.

- Worked for end-to-end activities from initiation to deliveries for a start-up (Infinity Scientific Research Pvt Ltd).
- Performing Quality checks and monitoring projects to ensure timely execution and completion.
- On-time deliverables to customers.
- Training Plan, Hiring and Mentoring.
- Lead Generation and Revenue generation done in Scientific Symposiums.
- Preparing Process training plan and hiring and mentoring new resources.
- Maintained Scientific Collaboration and International Scientific Relations in Omics and Scientific Erevna.
- Worked on quality and production controlling, in Arun Pharma.
- Preparing project status reports for monthly, quarterly, half yearly and annually (Dashboards & Activity Tracker).
- Used various Project Management methodologies like Agile, Waterfall, Raci, Smart, Kanban, Burndown, Beta Pert Distribution, Velocity, Performance metrics, KPI, ECE.

CORE COMPETENCIES

Senior PMO (Startup Infinity Scientific Research, Kukatpally, Hyderabad (18-Feb 2020 to till now)

- Worked for end-to-end activities like hiring resources for developing & testing, organized the marketing team & SEO's for better engagement on indexing and social media management. Idea and inputs in website design and user Interface.
- Mitigated the losses in procurement (Conference purchase, Mailing, Service purchase).
- Handled scientific conferences, journals, Scientific Writing, and clinical Operations in the running phase.
- Fastening essential documentation for IRB (Institutional review board) and Ethics Committee approval.
- By using EPRO- (ELECTRONIC PATIENT-REPORTED OUTCOMES) and IWRS (Interacting web response) Patient management data details will be collected and delivered to the CDM team.
- Scope of the project, budget fixation, and budget contingency by beta pert distribution.
- Preparing Bio analytical reports of patients from phase-1 to phase-4 trials.
- Successfully coordinated with CDM and Statistical team to ensure on-time deliverables to customers.
- Generating and preparing Reports as per sops and CDISC Standards
- Bifurcating the project into sprints and Facilitating Scrum events.
- Quality control/ analysis and reporting of data were in accordance with the protocol, standard operating procedures (SOPs), and Good Clinical Practices (GCP).
- Analyzing & preparing the projects to set up roadmaps.
- Preparing various reporting activities based on Kanban.
- Planning & scheduling meetings with various department leads on process updates & changes.

Program Manager in Scientific Erevna, Madhapur, Hyderabad (20-May-2019 to 23-Nov-2019)

- Led a Team of Ten Members and handled projects in Nanotechnology, cardiology, and microbiology.
- By Research we will design Programs according to the trend.
- Initiation of Conferences, coining names, themes, and fixing sessions, interacting with Academic and Business clients.
- Scope of the program, budget fixation, and budget contingency by beta Pert distribution.
- Allocating work to program associates, coordinators, business, and the Logistics team.
- Project Tracking and evaluating at Regular intervals on a weekly and monthly basis.
- Monitoring Team and Revenue
- Lead Generation.
- Preparing Mis-report, monthly and quarterly Performance reports, Lead, and revenue reports to the director.

Program Associate in staunch global events, KPHB, Hyderabad (dec-1-2018 to 18-may-2019)

- Coordinating with program coordinators and the Logistics team.
- Testing and reviewing of our websites.
- Data Collection, Maintaining data in our database, cleaning raw data.
- Email Marketing, Social Media Marketing, Collaboration and Lead Generation

Program Coordinator in Omics International, Divya Sree, Orion, Raidurg (6-Mar-2017 to 30-Nov-2018)

- As a Program Coordinator, I have worked on Nanoscience, Material Technology, and Datamining programs.
- Data Collection and Data Validation of relevant Programs, Formation of Organizing Committee with the Best Scientists in that particular Field. Acted as liaison between client and organization.
- Coordinates Program Related Events Such as Workshops, Symposia, and International Scientific Events.
- Scientific Research, content writing on websites, Content Reviewing, Proof Reading, Plagiarism Checking, and QC.
- Email Marketing, Marketing of events through Social media like Facebook, Twitter, and Instagram.
- Preparing and Presenting Mis reports, based on tasks assigned to me.
- Preparing and presenting daily, weekly, monthly, quarterly half-yearly reports and Dashboards.
- Preparing Quality metric Reports, Abstracts & lead reports, and Targeted Revenue reports to my Manager based on Target Sheets.

Operations Analyst in Arun-Pharma, Prashant Nagar, Hyderabad (14-Sep-2015 to 9-Feb-2017)

- Preparing and maintaining a Usage report of Raw Materials which is used in Production.
- Quality planning, Quality Control, and Quality improvement of our products as per Laboratory standards.
- Reporting to the Production Management team with the help of SharePoint by updating our suggestions in it.
- Generating Titration and Assay Reports as per standard test methods and protocols.
- Troubleshooting the equipment Problems.
- Monthly meetings with clients on our Product updates, Remediation activities.
- Documentation on Quality and Physical Parameters of our granules.
- Preparing and presenting monthly and quarterly reports – Total Batches, Quality Control and Remediation,

ACADEMIC DETAILS

- B Pharmacy from CMR College of Pharmacy, Medchal, Hyderabad, JNTUH in 2015.
- Intermediate from Sri Chaitanya Junior College, Kukatpally, Hyderabad, Board of Intermediate in 2011.
- SSC from Siddhartha High School, Kukatpally, Hyderabad, Board of Secondary Education in 2009.

SKILLS

| PowerPoint | Advanced Excel | SAS | Agile Methodology | Project Management | Jira | Relationship Management | MIS |
| Health Care | PMO | Data Collection, processing, and Management | Risk Management | Operations Management | word |
| Risk Management | Training | Scrum | Team Management | Client Management | Budgeting | Stakeholder Management |
| B2B | B2C | Scope Management | Program Management | Scientific Relations | Process Improvement | Coordination|

Achievements

- Individually achieved the milestone of generating 180k USD in 18 months by handling 5 projects.
- Received best employee award for three quarters in omics international.
- Received best employee award in Arun Pharma for analyzing and creating solutions in Production and Quality assessment.
- Regular appreciation from management for working and deliveries with Accuracy.
- First prizes in essay writing, debate, and quiz for three consecutive years at CMR College of Pharmacy.
- Won first prize in Kabaddi and second prize in Cricket at CMR College of Pharmacy.
- Won first prize in kabaddi in school-level competitions.
- Passed Prathamika Madhyamika exams from Hindi Prachar Sabha

PERSONAL DETAILS

Hobbies- Watching Movies, Watching Motor Sports like Formula-1

Languages- Telugu, Hindi, English

Date of birth- 18-may-1994

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