

SAPNA MAHALE

Asst. Manager/Exam Controller

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 +91 8454091661
 Sapna Mahale

Key Skills

Proficient analytical skills,
Interpersonal, communication
& listening skills

Strong communication skills &
customer interaction
Expertise in Team
management.

Strengths

Leadership: Developing high-
performance teams by building a
culture of empowerment,
accountability,

Entrepreneurial: Assertive risk
taker, a challenger and a logical
problem Solver.

Experience & Understanding:
Good understanding & experience
of various projects, processes &
technologies

Current Role: Assistant Manager - Examination and Certification

- Currently working as Exam Controller
- Prepare and organize for all exams as per the regulations of the institute
- Coordinate the collection of answer books from the various examination centres and have them assessed by the board of examiners
- Coordinate on the collection of mark lists and process the results on the internal ERP/manually
- Manage the preparation and distribution of degrees, diplomas, and certificates
- Assisting with managing incoming and outgoing correspondence of the department
- Drafting of letters, reports, minutes, and notices related to examination and certification
- Handling of confidential/sensitive material with discretion and integrity
- MIS, Record Management and Documentation
- Managing development and support team
- 12+ years of experience in Education Sector

PROFESSIONAL SUMMARY

- **Tata Institute of Social Sciences, Mumbai** as Asst. Manager/ Exam Controller (Sept-2017 – Present), Location- Mumbai, India
- **G.S. College of Commence and Economics.** As Professor and Exam Controller (July 2008 – May 2016)

KEY SKILLS SUMMARY

- Coordinating various term/semester end examinations of the University as per the academic calendar of the schools
- Plan, organize and coordinate the entire administrative functions of the School including admissions, examination related work, student s activities and liaise with UGC and other regulatory bodies
- Skilled in preparing degrees, diplomas, certificates, and exam result ERP system/manually
- To coordinate the collection of answer books from the various examination centers and have them assessed by the board of examiners

CERTIFICATIONS

- Diploma in Information Technology
- Tally.Erp 9

WORK EXPERIENCE

Institute: Tata Institute of Social Sciences, Mumbai

Sept 2017 – Present

Role & Responsibilities:

- Keep myself up to date with all examination requirements and ensuring staff and students are aware of the relevant regulations, communicating these as required
- Prepare and organize for all exams as per the regulations of the institute
- Coordinate and organize with the external invigilators for the smooth conduct of exams
- Coordinate the collection of answer books from the various examination centers and have them assessed by the board of examiners
- Coordinate on the collection of mark lists and process the results on the internal ERP/manually
- Manage the preparation and distribution of degrees, diplomas, and certificates
- Manage requests for re-evaluation, duplicate marksheets, certificates etc. and attend to them within the set turnaround time
- Assisting with managing incoming and outgoing correspondence of the department
- Drafting of letters, reports, minutes, and notices related to examination and certification
- Handling of confidential/sensitive material with discretion and integrity
- MIS, Record Management and Documentation
- Carry out other duties and required as required from time to time

College: G.S. Collage of Commerce & Economics, Nagpur

July 2008 – May 2016

Role & Responsibilities:

- Delivering Lectures
- Coordinate college Exams and university
- Preparing result of college exams, maintaining students record (database)
- Handling student enquiries and providing them with resolutions.
- Handling student grievances.
- Scheduling the orientation program.
- Handle Ongoing Training Support to Professors to work with the E-Board program.
- Taking care of employee's pay roll.
- Resolve networking problems.
- Maintenance of Hardware and Software
- Drafting letter, Notice
- Ensuring all the reports/documents is maintained accurately and regularly (MIS)
- Ensure that a strong bonding and a relationship of faith and trust is built between Professors and parent.
- Relationships with Professors and head of college are maintained at best levels.
- Taking Care of all the office level operations

- Organizing meetings, guest lectures.
- Handling parent queries, organizing parent-professor's meeting

Professional Skills

- Co-ordinates exam for different verticals, Screening of examiners and invigilators, Paper setting, Preparing results, degrees, diplomas, and certificates
- **Technologies:** HTML, VB 6.0, C, Oracle 9i, PLSQL, JavaScript
- **Office suite:** XP, 2016
- **OS:** Windows

Education

- Master of Computer Management (MCM)
- Master in Commerce (M. Com.)
- Bachelor of Education (B.Ed.)
- Bachelor in Commerce (B. Com.)

Personal Information

- **Contact Number:** +91 8454091661
- **Email address:** sapna.s.mahale@gmail.com

Date:

Signature: