CURRICULUM VITAE

> To make career in well repute and growth offering organization which enables me to contribute my knowledge, capabilities and skills.

PRIYANKA G. PEDNEKAR

Mob :7666187070

Email ID:Pritipriyu1949@gmail.com

Present Address

New Panvel (E) - 410206.

Personal Data

Date of Birth   : 4/9/1992

Nationality   **:** Indian

Marital Status: Married

Languages Known: Marathi, Hindi, English,

EDUCATIONAL QUALIFICATION

Maharashtra - State. Board - SSC- 2007-08

Maharashtra- State. Board - HSC - 2009-10

University of Mumbai – B.sc in chemistry - 2012-13.

University of Mumbai (IDOL) – M.A. in Marathi literature - 2020-21.

TECHNICAL EDUCATION:

❖ One year diploma in software programming.

☞ MS-Office	☞ DTP	☞ Tally
☞ multimedia	☞ Web-designing	

❖ MS-CIT – 2018

Other Skills:

- Making papers using page maker.
- **Software's Knows**: **ERP, SAP**, Page Maker, Coral Draw, Adobe Photoshop, Math type, Chem draw, Marathi typing – Akruti software
- Proficient in using main Microsoft Office applications, Word, Excel, outlook.
- Work with a time management.

WORK EXPERINCE: (7+ years)

➢ **RaoEdu.Solution PVT.LTD.**
DESIGNATION: PLANNING EXECUTIVE.
YEAR: DEC. 2013 TO APR. 16.

ROLES AND RESPONSIBILITIES

➢ Collect lecture requirements from all branches weekly basis, if any query then communicates with respective branch coordinators.
➢ Making all branches timetable as per requirements.
➢ Update all junior, seniors, pre-foundation completion report as per schedule lecture on weekly basis.
➢ Update report of faculty leave and weekly off details on monthly basis submit to the HR.
➢ Adjustments in timetable on branch coordinators and branch manager requirements.
➢ Complete the board syllabus as per respective colleges. Coordinate with respective branch coordinator and branch managers.
➢ Coordinate with others team member and with faculties for any requirements or any queries, which is helpful to the students and parents.
   Ex. booklets, exam papers, solution updating, syllabus for the test etc.
➢ Any updation or important notice send to the respective person.

➢ **Aggarwal Educare**
DESIGNATION : R & D Head
YEAR : SEP. 2016 TO NOV.2019

ROLES AND RESPONSIBILITIES

➢ Create soft copy of the content provide in the form of edited material.
➢ Correct the soft copy format with the help of content writers.
➢ Proactively suggest changes in the soft copy format to enhance the book layout.
➢ Making a test papers or booklet of various batches or subjects.
➢ Handling & scheduling test timetable as per students & management team.
➢ Planning of the various type of activities related to the test or marketing.
➢ Making yearly planner with the management team.
➢ Search the official notification & implement with time being.

- **Harkisan Mehta Institute - SVKM**
  DESIGNATION: EXAMINATION ASSISTANT
  YEAR: NOV.2019 TO PRESENT

  ### ROLES AND RESPONSIBILITIES

  - Making reports for the students
  - Making results of the students as per semester
  - Input data in the software's- ERP and SAP
  - Conducting Attendance Audit of students belonging to the following courses
     (a) Three-year Bachelor of Vocation (B.Voc.) (three sections)
     (b) Six-month Diploma in Digital Marketing (2 batches in a year)
     (c) 2-year PG Diploma (2 batches)
     (d) UG Diploma (2 batches).
  - SAP Input of attendance for HMMRA courses
  - ERP input of attendance for B.Voc. Students
  - Online attendance for PG classes
  - Pre-Examination and Post Examination processes for B.Voc. Students
  - Pre-Evaluation and Post Examination processes for PG Students
  - Preparation and Generation of mark sheets, IGC for PG students
  - Examination invigilation for both online and physical exams (all students)
  - Closing of semesters and all examination related activities on both SAP and ERP
  - Problem solving, coordination and negotiation regarding exam related activities

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