

CURRICULAM-VITAE

MR. ANKUSH ANANDA SURYAWANSHI

Mobile: 8898009091

Email: ankush_sir@yahoo.com

Address: Samarth CHSL, D-40/14, Sector-12, Kharghar, Navi Mumbai,
Maharashtra Pin Code 410210.



Career Objective

: A Challenging & Successful Career in Leading, Reputed Organization, which may utilize my inherent Potential, acquired Capabilities for the Advancement & Growth of the Organization & side by side my Growth at Professional & Personal level .

Education Qualification

: B.com (Mumbai University)-1991
GDC&A (Mumbai) -1998 Listed in State Govt Panel
MBA in Operations - 2018
Pursuing LLB

Personal Details

:
Date of Birth : 15TH August 1969
Marital Status : Married
Languages Known : English, Hindi, Marathi

Professional Experience

Organization

ITM Trust (ITM Group of Institutes)

Designation

Working as 'Registrar'
Joined ITM in January 2011 as
Manager-Academic Compliance and
Operations

Tenure

Since 1st March 2022 to till date

03 January 2011 to 28th Feb 2022

Organization

Yerala Medical Trust
(Group of Institutes,
Medical Colleges and
Hospital)

Designation

Chief Accountant
Accountant
Office Superintendent

Tenure

Since, 2007 to 31st December 2010
Since, 2005 to 31st December 2006
Since, 1991 to 31st December 2005

<p>Detailed Work Experience</p>	<p>:</p> <ul style="list-style-type: none"> • Academic Administration and Compliance etc. • Examinations, Results, Convocation • Processing of proposal to Start New Colleges/additional courses in existing institute /increase in intake capacity/ DPR/Online application to AICTE New Delhi & Regional Office, University of Mumbai, Director of Technical Education, Higher & Technical Education, Dept. of Mantralaya, Maharashtra University of Health Science, Nashik. • Organizing data required for preparing the proposal as per the requirement and norms of the respective council. • Processing of all related work as per the guide lines given in the Approval process hand book of AICTE, the updated information available on AICTE web portal, as per the time schedule, Norms and Minimum standard prescribed by the respective council. • Inspection and compliance • Central council (AICTE, CCIM, CCH, DCI) , DTE, University, Preparation of inspection file and compliance report to the remarks/deficiencies pointed out by the Scrutiny Committee. • Affiliation File, Grant-in-aid Proposal • Essentiality letter from Govt. of Maharashtra, Scrutiny fee, follow-up of proposals with Higher Education & technical Department of Mantralaya. Further correspondence and follow up with concerned Dept. in Mantralaya. • MUHS Nashik (Enrollment, Exam, Results, affiliation & continuation of affiliation, extension of affiliation) • Proposal to Samaj Kalyan (Scholarship) Alibaug, Pen (st) DMER(minority & EBC), wards of primary & secondary teachers at Mantralaya & wards of Higher Secondary teachers at Poona. • Preparing Proposals & Handling activities related to Shikshan Shulka Samiti for fixing interim and final tuition fees. • Conversant with AICTE Approval Process Hand-Book, Norms and Minimum standard of education built up by AICTE, CCIM, CCH New Delhi, etc (Knowledge of accounts is helpful at the time of preparing DPR) • Liaising Work related to “Office of Hon. Ld. Charity Commissioner Maintaining Books of Accounts in Tally Package. • Expenses Management Software “Baz”
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	<ul style="list-style-type: none"> Since I am not exclusively for accounts, I have been given more responsibilities to look after educational activities which I tried to explain before. Most of my time is devoted to the organizational/managerial/administrative activities like preparing proposals for new colleges, submission and follow up with the concern dept. of Mantralaya, DTE, MSBTE, AICTE New Delhi, Maharashtra University of Health Sciences, Nashik. Court Matter- to assist advocate and solicitor wrt organization litigation/court matter to prepare case and to submit the required documents compliance etc.
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Computer Skills :

I have acquired sufficient practical and theoretical knowledge of computerization in Ms Windows Xp, Tally, MS office, internet & web browsing. I am fully confident to handle computer operation independently.

Software Skills : XM, BAZ, HRIS
: Tally,

Self-Appraisal for Strength:

- Deep Sense of Commitment to all Proposals undertaken.
- Ability to co-ordinate at different levels
- Energetic, Enthusiastic & Flexible.
- Excellence in organizational & Interpersonal relationship
- I believe in handling different types of works and getting the things done.

I am confident that this new assignment will prove to be a good stepping-stone for further betterment of my career. I am confident that I have got a special liking to learn & introduce something new with application of my mind.

Declaration

I hereby declare that all the above-mentioned information is correct and true to the best of my knowledge and belief.

Yours Truly

Sd/-
ANKUSH SURYAWANSHI