

CLERK

ROHIT VASANT SALVE

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CAREER OBJECTIVE

Seeking an Entry-level position Operations Management where I can utilize my superior understanding of the domain gained during the Masters. Excellent Communication skills to convince potential clients and customers.

SKILLS

Ms - Office

Ms - Excel

ERP Systems

Academic Work

Academic Audit

Letter Drafting

Faculties Assistance

Students Activities

Attendance Management

Students Counseling

Dispute Resolution

Record Keeping

EXPERIENCE

Mar-2022 - Till Today **ITM - INSTITUTE OF HEALTH SCIENCES**

COURSE COORDINATOR
(CLARK) - BSC MLT
DEPARTMENT

Roles and Responsibilities:-

ERP Related Work :-

- Update record of students in ERP related to academics, Resolve ERP related issue of students. Assist Faculty related ERP work.
- Daily coordination with students to resolve their issue.
- To maintain the academic record of students: Letter Of Correspondence, Internship Record, Placement record and record related to Academic audit.
- Inter Department Coordination.
- Assist to departmental head in academic work related to students.
- Resolve student's queries on day to day base.
- Overall coordination with class coordinators to take an update on student's attendance and ERP related work.

Internship Coordination :-

- Keep record of student's clinical posting, coordination with Lab incharge, keep updates on students attendance on daily basis during internship and resolve their problems.

EDUCATION

Degree/Course	University/Board	Percentage/CGPA	Year of Passing
MBA OPERATIONS	MUMBAI UNIVERSITY	%	Pursuing
BACHELOR OF SCIENCE IN BOTANY	PUNE UNIVERSITY	63.05 %	2021
HSC (12th)	MAHARASHTRA	60.77 %	2018
SSC (10th)	MAHARASHTRA	72.80 %	2016

STRENGTHS

Self - Motivated, Hard Working, Discipline Person

HOBBIES

Reading Books, Playing Cricket

CERTIFICATIONS

CUSTOMER CARE EXECUTIVE NSDC - SKILLS TRAINER

BRANCH BANKING EXECUTIVE NSDC - SKILL INDIA

MS-CIT MKCL

PERSONAL DETAILS

Address Kalamboli
NAVI MUMBAI, MAHARASHTRA, 400706

Date of Birth 08 / 01 / 2000

Gender	Male
Nationality	INDIAN
Marital Status	Single
Languages Known	MARATHI - Read, Write, Speak., HINDI - Read, Write, Speak., ENGLISH - Read, Write, Speak.

DECLARATION

I hereby declare that all the above information is true to best of my knowledge.



ROHIT VASANT SALVE