

# SURYA PRAKASH NARANG

## Administrative Officer



### PROFILE

I am a seasoned and qualified administrative officer with approximately 20 years of experience in Higher Education Institutions. Some of the major responsibilities that I am currently handling include monitoring and maintaining the Registrar's Office records and calendars, which includes scheduling individual appointments and organizing large group meetings such as; Governing Board, Executive Council, Academic Council, Planning Board etc.

In charge of processing orders, sending notifications, and receiving, sorting, and distributing incoming mail. Assist with other office processes and act as a backup for other positions as needed. Participate in professional development activities that are relevant to the job. Takes part in institutional committees.

### QUALIFICATION

#### Academic

- Pursuing MBA from Bharti Vidyapeeth University since 2021
- Completed B. Com. in year 2000 from B.R Ambedkar University with 53% marks

#### Professional

- Secured a Certificate in Stenography & Secretarial Practice from Dayalbagh Deemed University, Agra in 2001
- Familiar with Operations of all Office Automations and Computer Literate

### CORE COMPETENCIES

- Strong conceptual knowledge of the operations of an Institution of Higher Learning/University. Hands-on Exposure to all facets of Organizational Management
- Effective approach to time management strongly believing that Time is the essence of successful management decision making; innate ability to plan towards meeting deadlines.
- Proficient in advanced computer-based applications like Word Processing, Spreadsheets, Database Management, Internet; equally equipped with Hands-on Exposure to other Software Applications.
- Strong and impactful interpersonal skills with ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### WORK EXPERIENCE

**Sharda University – Administrative Officer at Office of the Registrar**  
Since November 2009

- Serve as the primary source of administrative support to the Registrar and also provides confidential and clerical support to the Position. Managing calendar and meeting schedule of Registrar Office.
- Custodian of the office documents including digital and managing the file movements.
- Preparation and distribution of meeting agendas and minutes for the Court, Governing Body, Executive Council, Academic Council, and Planning Board, as well as responsibility for the maintenance of meeting-related documents.
- Incorporate amendments to University Ordinances, Statutes, Policies, and Manuals etc. as per the direction from the Registrar and with the approval of the Statutory Bodies.
- Active and effective participation in the preparation of documents related to the Convocation Ceremony.
- Follow-up on issues concerning campus cleaning, maintenance, safety, estate management etc.
- Preparing and issuing Notifications, Office-Orders, Circulars of the Academic Operations and University Administration and as well as disciplinary orders for students based on the recommendations of the relevant committees.

- Follow-up with regulatory bodies like UGC, PCI, NCTE, COA, AICTE etc. on the compliances.
- Document verification which requires Registrar's signature and approval.
- Handling student grievances on behalf of the Registrar.
- Provide excellent customer service and accurate information to internal and external customers on the phone, in person, and via email.
- Maintaining accurate databases of all active departmental staffs of the University.
- Assist with the IT team and maintenance of university website.

**Nikhil Institute of Engineering & Mgmt – PA to Registrar**  
From August 2008 to September 2009

- Provide administrative and secretarial support to the Registrar, which includes planning, coordination, and implementation of projects, events, and services that contribute substantially to the Organization's objectives.
- Perform administrative work of a confidential nature for the Registrar
- Provide support for budget monitoring/reporting, purchasing, travel planning, and office supply management.

**Sharda Group of Institutions - Administrative Executive**  
From June 2003 to July 2008

- Maintain and track office records, expenditures, budgets and calendars, collect, compile and enter data, prepare, edit, revise and send correspondence,
- Operating of standard office equipment (copier/fax machine/scanner),
- Order and inventory supplies and promotional items, as well as process of requisitions, invoices and other requests.

## PERSONAL DETAILS

**Address - Permanent**

A-43 Pratap Nagar  
Shahganj, Agra-282010 (U.P.)

**Address - Present**

Flat No. 604, Old Staff Quarters  
Sharda University Campus  
32, 34, Knowledge Park-III,  
Greater Noida-201310 (UP)

**Contact**

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**Email:** surajnarang78@gmail.com

**Date of Birth:** 18<sup>th</sup> October 1978

**Father's Name:** Lt. Shri P. N. Narang

**Marital Status:** Married