

Manoj Yashwant Mule,

C. J. Munoth Nagar, A-1/1, Near City Post Office, M. P. Road, Panvel 410206

Hon’ble Vice-Chancellor

CSMU, Panvel Navi Mumbai

**Subject Application for the post of Dy.Registrar/CFO.**

**.Ref.. TOI 27/04/2022**

Respected Sir/Mam

With reference to the above mentioned subject, I wish to apply for post of Executive Director in your Esteemed Organization.My educational qualification is B.Com. (First Class), M.Com., Final CA, Final CS, MBA(Finance), GDCA. I have more Than 20 plus years professional experience of Administration –including Educational Administration, Facility Management,, Finance, Accounts, Secretarial works . My Curriculum Vitae is enclosed herewith for your kind consideration.

I have worked with Narottam Morarjee Institute of Shipping (a Professional Body set up jointly by Ministry of Shipping, Govt. of India and Indian Shipping Industry) as an **Assistant Secretary, at Nariman Point , Mumbai**. I have handsome experience of administration, accounting, and finance. I have administered various shipping courses and their examinations in India and abroad. **Worked as HOD Commerce and Management for a Senior College under University of Mumbai at Panvel . Presently working as Principal In charge of YMT Junior College of Technical Education, Panvel**

Given an opportunity, I will be an asset to your esteemed educational institution.

Thank you,

Yours faithfully,

**(M.Y.Mule) Mobile No.9819540448**

1.

``````` **Personal Information cum Bio data**

**Name :-** ManojYashwant Mule.

**Permenant Address :-** C. J. Munoth Nagar, A-1/1, Near City

Post Office, Mahatma Phule Road, Panvel - 410 206, Dist. - Raigad.

**Date of birth :-** 26th June, 1973.

**Telephone No. :-** 022-27456463.

**Mobile Phone No. :-** 9819540448 / 9619313778

**E-mail id :- mymuley@gmail.com**

**Knowledge Gain at NMIS while working as Assistant Secretary of the Institute**

**I have worked with Institute as Asst. Secretary during 2001-2005. I was responsible for General Administration, Finance and Accounts, Examination and Admissions, Investments, Secretarial duties and Compliance with respect to Charity Commissioner under Public Trust Act, 1908, Provident Fund Act , and Statutory Compliance with respect to Income Tax, Professional Tax, Statutory Meetings, Committee Meeting, AGM and Annual Convocation of the Institute. I am very much aware about the role played by our Institute in providing skilled and updated professionals to Shipping Industry since its inception in 1969.**

**During my tenure with Institute under the guidance of Governing Council and Director P.B.K. Menon I got opportunity to change and approved Bye Laws of Institute from Charity Commissioners Offices, renovated premises twice, I arranged for our Students first time a visit to BPT just to give actual knowledge of shipping business wherein many students got opportunity to see A SHIP first time. During my tenure I got opportunity to Revise Salary Scales of Employees – which were actually revised after a gap of almost 20 years in 2004 and also was a member for Revision of Syllabus of our Courses under guidance of Prof. Sahani, Pune**

**I am very well aware of all aspect of working of NMIS and hence request to consider my candidature for the post of Director/Secretary.**

**2.**

**Academic Achievements :-**

**---------------------------------------------------------------------------------------------------------------------**

**Sr.No. Exam Exam Body Year of Passing Class**

**Secured /**

**Percentage**

**===================================================================**

i) S.S.C. Mumbai Board June 1988 Ist Class

67.57%

ii) H.S.C. Mumbai Board June 1991 Ist Class

65.17%

iii) B. Com. Mumbai University June 1994 Ist Class

63.00

iv) M.Com. MumbaiUniversity June 1998 IInd Class

56.00%

v) C.A. Final Institute of Chartered May 2008 50.00%

Group I Accountants of India

vi) C.S. E.P. Institute of Company Dec. 2010 61.00%

Secretaries of India

vi) GDCA Co-Op. Department May 2000 Ist Class  
 of Maharashtra

vii) MBA (Fin.) National Institute of Management

Mumbai April 2004 A+ + Grade

viii) Pursuing LL. B. from University of Mumbai

viii) Computer Softkids Computer July 1994 Ist Class

Course Institute, Panvel.

iv) Diploma in Shipping

Management NMIS, MUMBAI 2004 1ST Year

3.

**EXPERIENCE IN ADMINISTRATION FINANCE AND ACCOUNTS**

**Accounts & Finance**

i) Writing of Books of Accounts like Cash Book, Ledger A/c’s.

ii) Finalisation of Accounts

iii) Liaison with Statutory Auditors etc.

iv) Investing surplus funds profitably.

**Taxation**

i) Filing Returns of Income with Income Tax Authorities

ii) Preparing form No. 16

iii) Filing TDS Returns with I.T. Authorities

iv) Attending hearing and liason with the Govt. authorities etc.

**Administrative Work**

i) Directing and guiding the subordinates.

ii) Motivating and boosting the subordinates for getting things done.

iii) Attending the various types of meetings like Meeting of Governing Council, Finance and Administration Committee Meeting , Educational Committee Meeting, taking minutes of these meetings and other necessary work relating to meeting.

iv) Conducting training and examination at various centers.

v) Work relating to Membership, renewal of membership, recovery of subscription etc.

vi) Estate Management ,house keeping and security.

**Public Relation**

i) Attending enquiries for admission etc.

ii) Attending correspondence with Banks, Companies for corporate training.

iii) Attending Charity Commissioner’s Office, Office of the Commissioner of Income Tax on various occasions.

4.

**EMPLOYMENT / EXPERIENCE DETAILS**

1. Asst. Secretary **with NMIS, Mumbai** Jan 2001-June 2005
2. Worked as Tax Consultant as Proprietor of **M/s. Perfect Business Consultant at Panvel** and also worked as Govt. Auditor for Co-operative Department of Maharashtra as Panel Auditor for Kokan Region 2005-2010
3. Worked **as HOD- Commerce and Management for Senior College Under Mumbai University June 2010 – May 2016**. Was responsible for Educational Administration of all College, Admissions, Examinations, University Coordination, Also I was a Vice Chairman of College Exam Committee, Chairman of Discipninary Action Committee, and a Member Admission Committee.
4. Currently working as **In Charge Principle of YMT Junior College of Technical Education** at Panvel since May 2016 till date and also Center Director for YMT Center for Education – a Center for YCMOU Courses Gradugate as Open University and PG level and Center for Skill Development Centre.

References

Sr. No. Name Position Address and contact No.

1. CMA AND CA Sandesh Desai, Panvel Practising CA Res.-At- Bhingari, Tal Panvel

Mobile No. 8286254253

2. Asst. Prof. Jaymin Shah CKT College New Panvel Ganesh Apt. Near Old Panvel Post

office. Mobile No. 9820544409

3. Advocate Amar Patwardhan Advocate PatwardhanWada , Near Revenue Mumbai High Court Office, Panvel 410206

Mobile No. 9029527627

4. CA Hasmukh Savla & Company

Nr. Virupaksha Mandir, Old Panvel Mobile No. 02227464863

**CURRENT INCOME Rs,12,00,000/- PA**

**EXPECTED REMUNERATION Rs. 15,00,000/- PA (NEGOTIABLE)**

**5.**

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