# SANGITA AJIT SHINDE

Gajanan CHS, Bldg no.B-5, 1ST Floor, Room no.6 Sector – 23, Juinagar, Navi-Mumbai-400706

**Contact Number:**91- 9920188875

8369223991

**E-mail** : [sangita32shinde@gmail.com](mailto:sangita32shinde@gmail.com)

# CAREER OBJECTIVES :

**Given an opportunity will performed well up to the responsibilities assigned by the management and also to achieve a position wherein I am able to utilize my potential to the fullest all the while contributing towards organizational growth.**

**EDUCATION :**

* Pursuing Master of Library & Information Sciences from YCMOU University.
* Bachler of Library & Information Sciences Passed in 1st class from YCMOU University. (August-2021)
* Master of Commerce (Management) Passed in1STclass from University of Mumbai. (2017-2018)
* Bachelor of Commerce Passed in 1ST class from YCMOU University. (2013-2014)
* HSC Passed in 2nd class from RMV College, AIROLI.
* S.S.C Passed in 2nd class from Terna High school, Nerul, Navi Mumbai.

# CERTIFICATION :

* MSCIT
* Tally 7.2
* Marathi Typing (40 w.p.m.)
* English Typing (40 w.p.m.)
* Microsoft Office – Excel, Word, Power Point

# EXPERIENCE : CURRENT ORGANISATION:

* **Vidyalankar Institute of Technology Registrar Office**

Designation : Administrative Executive Experience : From November 2018 to till date

# Job Description

* Preparation of student on roll for statistics.
* UG & PG advertisement preparations.
* USSC advertisement preparation.
* Documents of out of Maharashtra FE, SE, ME, MMS Students for ready to send respective board or University for verification with verification fees.
* FE, SE, ME, MMS students documents sent to eligibility section for confirmation of verification & enrollment.
* FE, SE, ME, MMS students documents sent to eligibility section for resolution of discrepancy in name change of branch etc.
* Students Documents as per their requirements.
* L.C. Request form print, take students signature, attached account statements, supporting Documents and sent for L.C. Preparation.

# Computer Engineering Department Job Description

* Lecture report
* Issuing Bonafide Certificate and Railway Concession.
* Guest lecture & I.V proposal and Thanks Letter
* Requirement list of department office.
* Recommendation letter for students going to higher studies
* Format for project viva mark sheet of university exam.
* Display of Defaulter list.
* Railway concession statements to get the new blank concession book from railway office
* Certificate of subject topper & class topper of each semester

# Maintenance of:

* Department files.
* Discipline in the Department office.
* Outward & inward register

# Others:

* Reporting to the Head of Department and responsible for administrative and clerical services to effective and efficient department operations.
* Monitoring and sending the Daily Lecture Report (DLR) to high authority and also adjustment of lecture if any problem.
* Coordinating with external Faculties with respect to the Institute’s requirements.
* Send Daily Dispatch.
* Coordinate with faculty and students.

# PREVIOUS EXPERIENCE:

* **UNIVERSITY OF MUMBAI Central Computing Facility (Exam Cell)**

Designation : Data Entry Operator

Experience : From November 2015 to November 2018

# Data Entry Experience:

* Entry of Examination Forms .
* Entry of Internal, Practical Marks.
* Absent Reports data entry as per various Centers.
* Corrections of Mark sheet & Printing.
* Examination Timetable entry into Masters.

# COMPANY NAME : UTI BANK

Insurance Department Designation : Computer Operator

Experience : From September 2014 to March 2015

# COMPANY NAME : KRISHNA MEDICAL & SURGICAL

Designation : Admin and Account Handling Experience : From January 2012 to August 2014

# COMPANY NAME : GANESH KRUPA AGENCY

Designation : Computer Operator Experience : April 2009 to June 2011

# SKILLS & HOBBIES :

* Reading Book
* Net Surfing
* Listening to Music

# PERSONAL DETAILS :

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| * **Date of Birth :** 21 September 1984 * **Marital Status :** Married * **Nationality :** Indian * **Sex :** Female |
| **Language Known :**English, Hindi, Marathi. |

**Declaration**

I hereby declare that the above written particular are true to the best of my knowledge and belief.

Date:

Place : Mumbai SANGITA AJIT SHINDE